

**LETTER OF INTENT
FOR
A GRANT PROPOSAL SUBMISSION**

Complete this form if you are submitting a **New Grant Application** or a **Grant Reapplication**.
Please include a draft budget with your LOI submission.

Name of Proposer _____

Division/Department _____ College Extension _____

Duration of Grant Project _____ Amount of Funding Being Requested _____

Funding Source _____ Funding Source Program Name _____

CCAC Project Name _____ Date to be Submitted _____

Brief Abstract:

1. COLLEGE COMMITMENT

Does this project involve:

A. Allocation of additional space? Yes _____ No _____ Not sure _____

If yes or not sure, please explain _____

B. Alteration of college space:

- | | |
|---------------------------------|-------------------------------|
| ➤ Construction | Yes ___ No ___ Not sure _____ |
| ➤ Electrical wiring | Yes ___ No ___ Not sure _____ |
| ➤ Connection to college network | Yes ___ No ___ Not sure _____ |
| ➤ Ventilation | Yes ___ No ___ Not sure _____ |
| ➤ Air conditioning | Yes ___ No ___ Not sure _____ |
| ➤ Equipment | Yes ___ No ___ Not sure _____ |

Receipt of approved copy signals that OSPR is authorized to assist with program development and/or proposal and budget preparation. A copy of the approved LOI will be sent to you.

If yes or not sure, please explain:

C. Are matching funds required? Yes _____ No _____

If yes or not sure, please explain:

2. INSTITUTIONAL REVIEW BOARD (IRB)

Please indicate whether this project involves research on Human or Animal Subjects.

Yes _____ No _____

3. APPROVALS

APPROVED: _____
Divisional Dean Print Name Date

APPROVED: _____
Regional President/Provost Print Name Date

APPROVED: _____
Regional President/Provost Print Name Date

Regional President’s signature represents the approval of budgeted Release Time, contingent upon workload restrictions and CCAC’s multiple positions policy. If this is a collaborative/multi-divisional proposal, each divisional signature is required.

Submit to OSPR.

APPROVED: _____ DATE _____
Executive Director of Sponsored Programs

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