

Las Positas College
Grant Proposal Approval Form

Instructions:

This form was created to help facilitate grant proposal submission at Las Positas College (LPC) to advance Las Positas College's mission, vision and strategic plan.

Timelines and Proposal Submission Deadlines: *The required planning time is directly related to the complexity of the proposal so please plan accordingly.*

*The grant submission process requires a minimum of **4-6 weeks advance notice of planned submissions**. This will allow sufficient time to develop proposals, develop timelines, identify partners, request and receive collaborator materials, write and/or edit required narratives, complete forms, create budgets and justifications, secure LPC and District approvals, and successfully submit materials using electronic processes prior to strictly imposed sponsor deadlines.*

Please submit completed form with your Dean and VP's approval to Administrative Services early in your grant preparation process to Alesia "Lisa" High, Fiscal Coordinator Special Programs and Grants at ahigh@laspositacollege.edu. We will submit the form for final review & approval by the VP of Administrative Services and the College President.

If you have questions regarding how to use this form, please contact Lisa at ahigh@laspositacollege.edu or 925-424-1633. Thank you and good luck!

Approval Process:

Before submitting the form, the Initiator will have been in contact with the Dean/Area Manager for an informal approval.

If the Dean/Area Manager approves, the Initiator will fill out the Grant Proposal Approval Form for official approval.

The Dean/Area Manager will submit the Grant Proposal Approval Form to their VP for review and approval.

The Area VP will then forward the Grant Proposal Approval Form for final review & approval by the VP of Administrative Services and the College President.

Las Positas College
Grant Proposal Approval Form

Proposal Data:

Date _____ Grant Initiator _____

Department/Division _____ Telephone _____

Proposed Project Title _____

Funding Agency _____

Grant Announcement Title/RFA # _____

Grant Type New Renewal/Continuation Supplement

Proposal Deadline _____ Start/End Dates of Grant _____

Budget Data/ Fiscal Impact:

Total Amount Requested _____ Allowed Indirect % _____ Required Match % _____

If a Proposed Sub-award - Total LPC Amount Requested _____

Proposed Match Sources _____

Grant personnel workload will be covered by:

- New Hires: Faculty # of positions _____ Classified staff # of positions _____
- Reassigning existing employee(s) to the project; employee(s)' current workload will be:
 - Covered by overload or part-time employee(s)
 - Covered by hiring temporary replacement(s)
 - Other, explain _____

At the end of the grant period, the proposed project will:

- Be completed (one-time only effort)
- Require additional funding to continue and/or institutionalize the project (obtained by/from): _____

Will the proposed project involve subcontractors, collaborative partners, or cooperative agreements?

No Yes, explain and attach supporting documentation: _____

Las Positas College
Grant Proposal Approval Form

Proposal Abstract (Project Description/Objectives):

Specify how the grant supports LPC's Mission Statement, Planning Priorities, and/or Institutional and Strategic Goals:

Las Positas College
Grant Proposal Approval Form

Approvals

I have reviewed the appropriate proposal documents and certify that the information provided is accurate and complete to the best of my knowledge. In the event that this proposal results in a grant award, the College agrees to accept responsibility for the implementation and management of this project.

Initiator *Date*

Division Dean *Date*

Area Vice President *Date*

VP of Administrative Services *Date*

College President *Date*