

GRANT REVIEW

Tracking #: _____

Grant Office Assigns



Important: **Draft documents need to be submitted to the Grant Management Staff 2 weeks in advance of due date** (Grants office requires up to 3 working days to review). **The final proposal needs to be re-submitted 3 days in advance of the due date** to assure timely submission to the Grantor Agency.

Project Name: _____ New Application Renewal Modification to Existing Grant

Please provide the following documents to the Grant Management Staff along with this form:

1. Grant Announcement/Request for Proposal
2. Draft Proposal/Narrative
3. Project Budget (Draft Acceptable)
4. Other Documents/Attachments/Forms – *Only those required for grant.*

ALN #/
CFDA#: _____ (Required)

Grant Submission Deadline: _____

Funding Agency Name: _____ Amount Requested: \$ _____

Match Amount: \$ _____ % required: _____ Match Type (cash, in-kind, etc.): _____

Match Source (be specific): _____

Indirect Amount: \$ _____ Indirect %: _____ Indirect Waiver Amount: \$ _____
(if not at approved rate, NPTEC waiver for lost funds required)

Number of New Staff Required: _____ Amount of additional Space Needed: _____ sq. ft.
(assume 150 sq. ft. for each new employee)

Contact: _____
Project Coordinator *Department* *Phone #/Extension*

REVIEW and APPROVAL:

Project Coordinator Date

Director/Manager Date

Finance Manager Date

Grants Management Staff Date

Executive Director Date

IMPORTANT NOTE

It is the individual program's responsibility to get their proposed grant submission on the agenda for their respective subcommittee. **Do not submit a proposal to sub-committee(s) unless this form is complete and fully approved.**