

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

Notes:

REVIEW and APPROVAL:

Project Coordinator _____ Date _____

Finance Manager _____ Date _____

Director/Manager _____ Date _____

Planning & Econ Dev Manager _____ Date _____

Grants Management _____ 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.**