VP/Dean’s Signature: Click here to enter text.  
Date: Click here to enter text.  
***Instructions for completion:***  
1. Fill in sections A-F below as completely as possible.  
2. E-mail/print the completed document and provide to your designated Vice-President and/or Dean for review.  
3. Return a signed, completed version of this form to [Brian Merritt](http://www.cccc.edu/directory/searchResult.php?search=merritt&radio=lName&ID=734&submit=Submit+Query%3e) in the Office of Grants and Sponsored Programs (OGSP). An electronic signature is acceptable if [e-mailed](mailto:%20bmerritt@cccc.edu) directly to the OGSP from the designed Dean/VP.

***The following information is to be completed by the faculty member requesting services****:*

Name of faculty member(s): Click here to enter text.   
Department: Click here to enter text.

Phone: Click here to enter text.  
  
Name of project proposed: Click here to enter text.

Name of identified funder (if known): Click here to enter text.

***Questions that must be addressed before Initial Strategy Meeting with the OGSP:***

a. Is cost-sharing (or in-kind contribution) required? How will this be addressed?   
Click here to enter text.

b. Is there faculty release time? Will adjunct faculty be required to cover that release time? How

will this be paid for or addressed? Does the grant provide for this?  
Click here to enter text.

c. Will there be the need for additional personnel and/or faculty? How will these costs be covered?  
Click here to enter text.

d. Space issues: Click here to enter text.

i. Any needed expansion? Click here to enter text.

ii. Renovation? Click here to enter text.

iii. Large-scale construction? Click here to enter text.

e. Equipment: Click here to enter text.

i. Are space and/or utility modifications needed to support acquired equipment? Click here to enter text.

ii. Is funding for equipment maintenance included in the proposal budget, or will these

expenses be paid for by the individual department? Click here to enter text.

f. Additional information about the grant for the OGSP? Click here to enter text.