

## Expedited Grant Authorization Form

This form must be completed before developing or writing a grant proposal. Use this expedited form

- for grants \$10,000 or less
- for grant-funded projects impacting no more than one Dean or Director
- after informally discussing your grant proposal idea with the Grants Coordinator

Please complete the regular *Grant Authorization Form* if your proposal does not meet all of the above criteria.

Note: The intent of this form is to provide authorization to pursue exploration of a grant-funded project. It does not provide final authorization to submit a grant proposal. Prior to submission, the Grants Coordinator must review the grant proposal and confer with and obtain permission from Business Services.

Person completing this form \_\_\_\_\_

Department / Program that will house the grant-funded project \_\_\_\_\_

Name of the granting agency \_\_\_\_\_

Estimated project budget \_\_\_\_\_

Estimated grant amount \_\_\_\_\_

Due date of grant proposal / application \_\_\_\_\_

General description of project, including how it aligns with the college's mission and strategic plan:

### Fiscal Impact

Grant period: From \_\_\_\_\_ to \_\_\_\_\_

For a multi-year grant, does the annual funding: \_\_\_ increase, \_\_\_ remain the same, or \_\_\_ decrease?

Is Chemeketa required to assume the project/program costs after the grant period is over? \_\_\_Yes \_\_\_No

Are indirect or administrative costs allowed? \_\_\_Yes (percentage allowed: \_\_\_\_\_) \_\_\_No

Does the granting agency require matching funds from the college? \_\_\_Yes (amount: \_\_\_\_\_) \_\_\_No

**Other Information**

Name the physical location(s) where the project activities will occur \_\_\_\_\_

\_\_\_\_\_

What college equipment or facilities will be used during the project period?

\_\_\_\_\_

\_\_\_\_\_

Which outside agencies/partners are involved? What will they contribute to the success of the project?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Approval Required:**

Executive Dean

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This form approves authorization to pursue exploration of a grant-funded project. Please note it does *not* give authority for submission of a grant proposal or application. Prior to submission of any grant proposal or application, the Grants Coordinator must confer with and obtain approval from Business Services.