

## Grant Submission Check List

Grant Author(s): \_\_\_\_\_

Grant Title: \_\_\_\_\_

Funding Agency: \_\_\_\_\_

Please use the following in as a guide to proposing, writing, and submitting a grant.

1. Work with your Program Chair and/or Division Chair to determine if the Funding Opportunity will be beneficial to the students and faculty within department/program as well as MSC.		
2. Work with the Grant Coordinator to determine staff, departments, or administrators that may impacted by the goals and objectives of the grant. Once all parties with a vested interest have provided input, begin researching and writing the grant.	_____ Grant Coordinator	_____ Date
3. If the grant includes construction or renovation of facilities, including electrical and plumbing, you will need approval from the Executive Director of Facilities.	_____ Executive Director of Facilities	_____ Date
4. Proposal budget must be reviewed by the Grant Coordinator and VPFA several weeks ahead of the grant submission deadline in order to allow sufficient time for revision.  Does the budget include salary and fringe? _____ Does the budget include matching funds? _____	_____ VP of Finance and Administration	_____ Date
	_____ Director of Business Office	_____ Date
5. Full proposal should be submitted to the Grant Coordinator prior to submission This should be done several weeks ahead of the grant deadline in order to allow for input and revision. If your grant includes academic goals and objectives, please have these approved by the Dean of Instruction and/or Vice President of Academic Affairs.	_____ Dean of Instruction	_____ VP of Academic Affairs
		_____ Date
6. By signing this document, the grant writer acknowledges that the information in the grant is accurate and that no financial conflict of interest exists in accepting the grant funding should the grant be awarded. See 34 CFR §75.524 and 34 CFR §75.525 as well as MSC Policy and Procedures.	_____ Grant Author	_____ Date
7. The grant author or AOR will inform the grant coordinator when they receive notification of grant award or rejection. This will include sending a copy of the award or rejection letter to the Grant Coordinator.		
8. The grant director or AOR will notify the Business Office of the Grant Award. This is necessary to start planning for budgetary requirements for managing the grant funds.		