# PRE-PROPOSAL GRANT REQUEST FORM
# INSTRUCTION SHEET

**When should this form be completed and submitted?**

*If you have a project/program concept that you would like to submit for a grant application within the College's fiscal year. Getting it pre-approved is excellent program planning!
*PRIOR to developing a proposal.
***THREE WEEKS OR MORE PRIOR TO THE GRANT APPLICATION DEADLINE**; exceptions may apply based on extenuating circumstances.

**NOTE:** If a program funding announcement is released less than three weeks before the grant deadline, please immediately inform the Office for Grants and get an adjusted submittal date or consider reapplying at the next round of grant application solicitation to ensure a College-supported, complete and quality grant application/proposal.

NWACC faculty and staff considering applying for external funding MUST complete the following steps before submitting an application or proposal to an external funding agency. This process should be ***completed*** approximately ***three weeks prior*** to the proposed grant's application deadline.

1. Complete the Pre-Proposal Grant Request Form.
2. Submit the form electronically to the Office for Grants by clicking the Submit button at the bottom of the third page of the form.
3. Print one copy of the form. Obtain the required signatures in the first box of the signature page.
4. Submit the original signed copy of the form along with the following items to the Office for Grants:
   *A copy of the Program/Funding Announcement;
   *A signed letter of support from program partner(s), if applicable. An e-mail from an authorized person is acceptable; and
   *A Memorandum of Understanding, if applicable.

The Office for Grants will obtain the remaining required signatures. The Director of Grants will present the potential funding opportunity to the Cabinet for their review and approval. The Pre-Proposal Grant Request Form must be submitted to the Office for Grants and approved ***at least three weeks prior*** to the proposal deadline. Failure to follow this deadline may result in the proposal not receiving approval for submission. Dependent upon the size and complexity of the proposal, the Office for Grants reserves the right to require a greater amount of time than the prescribed three weeks for pre-proposal grant requests.

**IN ORDER TO EXPEDITE APPROVAL, PLEASE:**

*ATTACH ALL ITEMS required for the completion of the application package.
*Ensure that the information submitted is accurate and complete; INCOMPLETE FORMS WILL BE RETURNED.
*DO NOT LEAVE BLANK SPACES, mark N/A if not applicable.

**FOR FURTHER QUESTIONS OR ASSISTANCE, YOU MAY:**

*CALL THE OFFICE FOR GRANTS AT x4339 OR EMAIL GRANTS@NWACC.EDU.
*SCHEDULE A CONSULTATION MEETING WITH THE OFFICE FOR GRANTS for any one-on-one assistance that you may need.

*NWACC OFFICE FOR GRANTS IS HAPPY TO ASSIST YOU IN OBTAINING FUNDING FOR PROGRAMS!*

******PLEASE RETAIN THIS PAGE FOR YOUR RECORDS******

NWACC
NORTHWEST ARKANSAS
COMMUNITY COLLEGE

# PRE-PROPOSAL GRANT REQUEST FORM

| | | | |
|---|---|---|---|
| Proposer Name | | Department | |
| Email | | Extension | |

| | |
|---|---|
| Proposal Title | |

| | |
|---|---|
| Funding Agency | |
| Funding Agency Program, if applicable | |
| Link to Agency/ Grant/ Application | |

**Eligibility Requirements:**

| | | | | | |
|---|---|---|---|---|---|
| Deadline | | Page Limit | | Is a letter of intent required? | ◯ Yes ◯ No |

**Method of Transmission**

| | |
|---|---|
| ☐ Electronic | Address: |
| ☐ Regular Mail | |
| ☐ Fax # | |
| ☐ FedEx/UPS | |
| ☐ PI will hand deliver to the funding agency | |

| | | | | |
|---|---|---|---|---|
| Funding Level | | ◯ Yearly ◯ Total | Length of Award: | |
| Total Project Cost | | Funding Requested | | |
| Is cost sharing or matching required? | | ◯ Yes ◯ No | If yes: | ◯ Cash ◯ In-Kind ◯ Both |
| What account/dept will cover the cost share? | | | | |

# PRE-PROPOSAL GRANT REQUEST FORM

**Partners**

| | |
|---|---|
| Consortium | |
| Non-Profit Organizations | |
| Government Agencies | |
| Colleges/Universities/ K-12 | |
| Businesses | |

**Partner Point of Contact**

| | | | |
|---|---|---|---|
| Name | | Title | |
| Email | | Phone | |

## Resource Requirements

*Any funds for the required resources for this project MUST be included in the proposal budget.*
*Attach additional sheets if necessary to provide adequate details.*

***Personnel-Faculty***

- ☐ No additional faculty is required for this project
- ☐ Required faculty can be provided by current department faculty at no increase in departmental wages or salary budget
- ☐ Funds for current faculty participating in this project are included in the proposal budget
- ☐ No faculty release time is required for this project
- ☐ Faculty release time is required for this project, as follows:
- ☐ Additional faculty must be hired for this project, as follows:

***Personnel-Staff***

- ☐ No additional staff is required for this project
- ☐ Required staff can be provided by current department staff at no increase in departmental wages or salary budget
- ☐ Funds for current staff participating in this project are included in the proposal budget
- ☐ Student workers can be used for this project and funds are included in the proposal budget
- ☐ Contractor(s) paid through contract or purchase order are included in the proposal budget
- ☐ New part-time staff is required for this project, as follows:
- ☐ New full-time staff is required for this project, as follows:

***Facilities***

- ☐ No additional laboratory, office, or equipment space is required by this project
- ☐ Current space is inadequate. Additional space (rental, loan, new construction) will be required as follows:
- ☐ Facilities modifications (new walls, ventilation, etc.) will be required as follows:

***Equipment***

- ☐ No equipment is required for this project
- ☐ All equipment required for this project is currently available at the College at no cost.
- ☐ Funds for purchase or lease of new equipment or software are included in the proposal budget
- ☐ The College will be expected to purchase or lease equipment, as follows:

***Indirect Costs***

- ☐ NWACC's federally negotiated rate of 50% applied to all salaries and wages
- ☐ Funding agency restricted rate of ____ %, applied to:
- ☐ No indirect costs are authorized by funding agency.

# PRE-PROPOSAL GRANT REQUEST FORM

*Attach additional sheets if necessary.*

**Project Purpose/Summary:**

**How does this proposal meet the mission of the College?**

**What is the plan for sustainability once the grant funding ends?**

*Click the Submit button to submit this form to the Office for Grants.*

Submit

**PRE-PROPOSAL GRANT REQUEST FORM**
**APPROVALS:**

***By signing below, I certify that I have read the following statements and those contained on the Pre-Proposal Grant Request Form, and I further certify that the statements contained therein are accurate and truthful to the best of my knowledge and belief:***

*All investigators (PI, Co-PI, Proposer, Project Director, etc.) have read and understand NWACC's conflict of interest policies and the College's *Disclosure of Financial Interests Related to Sponsored Projects*, have made all financial disclosures required by them, and prior to the expenditures of any award funds, shall have reached an agreement with the College which provides for conditions or restrictions necessary to manage, reduce, or eliminate conflicts of interest under College policy.

*If the proposal submitted herewith is approved for submission by the College and is funded and accepted by the College, the project will be conducted in accordance with the terms and conditions of the funding agency and the policies of the College, and the full requirements of the award, including providing the proper stewardship of awarded funds, submitting all required technical reports and deliverables on a timely basis, in accordance with Federal and College policies, will be met.

*Each individual signing below is certifying to the best of their knowledge and belief that they have not defaulted on any federal debt nor are they currently prohibited through debarment, suspension, indictment or voluntary exclusion from receiving funds from any federal department or agency. If you are unable to sign this statement, please notify the Office for Grants.

*Each individual signing below is certifying that they have reviewed this Pre-Proposal Grant Request Form, reviewed the proposal budget, understand and accept the institutional or departmental commitments stated therein, and agree to the proposal's full development and submission.

| | | |
|---|---|---|
| Proposer/PI | Signature | Date |
| Co-PI | Signature | Date |
| Project Director, if different from PI/Co-PI | Signature | Date |
| Proposer's Immediate Supervisor | Signature | Date |
| Dept. Dean/Chairperson | Signature | Date |
| Division VP/Cabinet Member | Signature | Date |

| | | |
|---|---|---|
| Director of Grants | Signature | Date |
| Sr VP for Advancement | Signature | Date |
| NWACC President | Signature | Date |

*Click the Print button to print the entire form. Include the proposal and budget with this form, and obtain the required signatures in the first signature section. Hand deliver the signed form with the proposal and budget to the Office for Grants. The Office for Grants will obtain the remaining signatures and present to the Cabinet for their review and approval.*

Print Form