GRANT PROPOSAL FINAL REVIEW AND APPROVAL FORM
INSTRUCTION SHEET

It is the responsibility of the grant proposer to receive final approval of the grant proposal ***at least seven working days*** prior to the proposal deadline. The grant proposal must be submitted for final review and approved before it may be submitted to an external funding agency. This includes proposals requesting faculty fellowships, sabbatical, or travel support. In addition, all proposal correspondence, including any letters of intent or letters of support, should be routed through the Office for Grants for approval before proposal submission.

Please review the full Office for Grants Policies & Procedures for the detailed procedures regarding proposal submission and approval prior to seeking external funding. No proposal may be submitted to any external agency without final administrative approval as outlined in the Procedures. ***Failure to follow these procedures will result in the proposal not being submitted and/or withdrawn.***

The Office for Grants reserves the right to require a greater amount of time than the prescribed three weeks for pre-proposal grant requests and/or the prescribed seven working days for final review and approval dependent upon the size and complexity of the proposal.

The following steps should be followed to obtain final review and approval of all proposals:

1. Complete the Grant Proposal Final Review and Approval Form.
2. Attach all applicable items listed under the Application Package Checklist on this form.
3. Obtain the required signatures in the first signature box on the last page of this form.
4. Submit the signed form along with electronic and hard copy versions of the proposal and budget (and any other required application items) to the Office for Grants for final review and approval.

In order for the proposal to be approved, any additional documents or information required by the external funding agency MUST be provided. Please review the College's Conflict of Interest Policy. Each grant proposer MUST complete the *Disclosure of Financial Interests Related to Sponsored Projects Form*.

The Office for Grants will obtain the final signatures in the second signature box, and will submit all approved proposals in accordance with the external funding agency's submittal requirements.

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 x4027 OR EMAIL **SSTERLING1@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
Maximize Potential.
Exceed Expectations.

GRANT PROPOSAL FINAL REVIEW AND APPROVAL FORM

Proposer Name		Department	
Email		Extension	

Funding Agency	
Funding Agency Program, if applicable	

Program Officer		Title	
Email		Phone	
Address			

Proposal Title	
Brief Description	

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?			

Method of Transmission

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

Deadline		Number of Copies: Original +	

Application Package Checklist

Attach all applicable items.

- ☐ Fully completed proposal (*electronic and hard copy required*)
- ☐ Fully completed and approved budget *(electronic and hard copy required)*
- ☐ Signed Letters of Support, if applicable
- ☐ Completed *Disclosure of Financial Interests Related to Sponsored Projects Form*

What additional supporting documentation, information, or items are required? *The Office for Grants will compile all necessary items to complete the application package.*

GRANT PROPOSAL FINAL REVIEW AND APPROVAL FORM

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

*I understand and agree to abide by NWACC Office for Grants Policies and Procedures concerning external funding.

*I further state that the proposal to be submitted is (1) complete in its technical content; (2) adheres to the conventions of proper scholarship, including proper attribution and citation of textual matter and graphics used; (3) complies with federal standards for integrity in research; (4) is compatible with the mission of NWACC; and (5) has been prepared in accordance with the proposal specifications and requirements established by the funding agency.

*Facilities, space, equipment, personnel, and other NWACC resources necessary to complete this project have been approved by the College officials responsible to make commitments for the use of such resources should the grant be awarded.

*Cost sharing or matching, if specified in the budget, **has been approved and accurately allocated**.

*If the proposal being submitted herein is funded by the external funding agency, and if funding is accepted by NWACC, the project will be conducted in accordance with all terms and conditions as established by the funding agency. Should the project be funded, the proper stewardship of the funds will be provided, proper records will be maintained as required, and all required reports and other documents will be submitted in a timely manner.

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 and Effectiveness	Signature	Date
Sr VP for Learning and Provost	Signature	Date
NWACC President	Signature	Date

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 complete application package to the Office for Grants. The Office for Grants will obtain the remaining signatures and submit the proposal application to the funding agency.