



Grant Application Approval Form

Submit completed form and any supporting documentation (if needed) to Institutional Advancement's Grants office by emailing Dave O'Keeffe, dokeeffe@highline.edu.

1. **Proposed Grant Application:** (include complete title, a brief summary description and purpose of the grant, grant beginning and ending dates): _____

2. **Proposal Status:** New ☐ Due Date _____ / Continuation ☐ Due Date _____

Name of grant if a continuation: _____
3. **Funding Source** (government entity, foundation, corporation, etc.):

Name: _____
4. **Approx. Funding Requested:** \$ _____
5. **Project Lead/Principal Investigator**

Name: _____
Title: _____ College Department: _____
Phone: _____ E-Mail Address: _____
6. **Additional Collaborators**

Is the proposal being written with other agency/organization involvement (outside of Highline)?
☐ Yes ☐ No

If yes, please list: _____

7. **Competing Proposals**

Do you know of other Highline programs or departments that are planning on submitting a separate funding proposal through this same opportunity? ☐ Yes ☐ No

If yes, note the reason why collaborating on a proposal would not work: _____

8. Subcontractors

Will subcontractors be used in developing the proposal? ☐ Yes ☐ No

If yes, please list: _____

9. Highline College Funding Source Commitments

Does the project require cost share/matching funds? ☐ Yes ☐ No

If yes, explain: _____

What percentage match? _____% Amount: \$ _____

In-kind allowed as match? ☐ Yes ☐ No ☐ Does not apply

10. Highline College Additional Commitments Required

Will proposal require use of Highline office space and equipment? ☐ Yes ☐ No

Describe: _____

Will proposal require on-campus computer and technical support? ☐ Yes ☐ No

Explain: _____

11. Are indirect costs allowed? ☐ Yes ☐ No

12. If yes, what percentage of indirect costs are allowed? _____ (Note, if there are no funder

restrictions on the percentage of indirect costs, the Highline College federally approved indirect cost rate is 40%)

If there are restrictions to the indirect rate, please describe. These restrictions can be a capped percentage, a cap on certain expenses (such as personnel), etc. This is generally explained in the Request for Proposals (RFP) or Funding Opportunity Announcement (FOA). _____

13. Will new/additional staff be hired? ☐ Yes ☐ No

If yes, explain and list title and FTE of each: _____

14. Will proposal require Highline College to eventually absorb the cost of staffing for the project?

☐ Yes ☐ No

Explain: _____

15. Will proposal require the use of current Highline College staff time towards project?

☐ Yes ☐ No

If yes, note the percent of time on project for each staff person: _____%

16. Intellectual Property

Will proposal allow for development of a new process, invention, software or documents that, when completed, will be owned solely by the funding source? ☐ Yes ☐ No

17. Abstract

Below or on a separate sheet, describe the project and how it will directly benefit Highline College and what strategic initiative it supports.

Highline College's four Strategic Plan Initiatives are:

- Achieve excellence in teaching and learning.
- Enhance a college climate that values diversity and global perspectives.
- Strengthen and expand the presence and role of the college within the communities it serves.
- Sustain an open, honest and collaborative environment that is responsive to the needs of the college community and that promotes good stewardship of the college's financial resources.

18. Approvals/Signatures: Electronic signatures and/or approvals via email are often accepted in lieu of wet signatures. Check with Dave O'Keeffe on what your proposal will require.

Project Lead/Principal Investigator

Approvals: This proposed project supports the goals and objectives of Highline College and will be of benefit and a worthwhile investment. This project has my approval.

Department Chair/Dean

Vice President

Vice President for Administration

Other approvals (when appropriate)