



## Grant Application Approval Form

**Please submit completed form and any supporting documentation (if needed) to the Office of Institutional Advancement, MS 99-248 Attention: Kevin Corrigan**

**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** (gov't 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?

Yes  No

*If yes, please list:* \_\_\_\_\_  
\_\_\_\_\_

**7. Subcontractors**

Will subcontractors be used in developing the proposal?  Yes  No

*If yes, please list:* \_\_\_\_\_  
\_\_\_\_\_

**8. 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

**9. Highline College Additional Commitments Required**

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

*Describe:* \_\_\_\_\_

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

*Explain:* \_\_\_\_\_

**10. Are indirect costs allowed?  Yes  No**

**11. If yes, what percentage 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 funding announcement. Please note that these announcements are called many things including Request for Proposals (RFP), Notice of Funding Availability (NOFA) or Funding Opportunity Announcement (FOA). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**12. Will new/additional staff be hired?  Yes  No**

If yes, explain and list Title and FTE of each: \_\_\_\_\_  
\_\_\_\_\_

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

Yes  No

*Explain:* \_\_\_\_\_  
\_\_\_\_\_

**14. 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: \_\_\_ Percent of Time

**15. 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

**16. 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.

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**17. Approvals/Signatures**

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**Project Lead/Principal Investigator**

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

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**Department Chair/Dean**

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**Vice-President**

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**Vice President for Administration**

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Other approvals (when appropriate)

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