

INSTRUCTIONS FOR COMPLETION OF THE GRANT SUBMISSION & ACCEPTANCE FORM

PART I: GENERAL INFORMATION

College/Unit	Use the drop-down menu to select the college/unit submitting the proposal.
Proposal Type	Use the drop-down menu to select one from the following: <u>Competitive</u> : Funds requested through submission of a proposal in response to an RFP/RFA. Includes funds received directly from the funding source, those received from a secondary source as flow-through dollars, or as a sub-award/recipient of a lead (external) organization. <u>Renewal</u> : Funds requested through a new application/invitation for a grant that has recently ended. <u>Continuation</u> : Annual allocation of funds as part of a multi-year award (e.g. TRIO grant) <u>Categorical Allocation</u> : Funds allocated on the basis of a formula but that require submission of a plan, proposal or budget for how the funds will be spent <u>Noncompetitive</u> : Noncompetitive grant submission (e.g. via invite to apply). Usually still requires a proposal, plan, budget, etc.
Funding Agency	Use the drop-down menu to select the agency to which you are applying for the grant. If LRCCD is included in another institution's application as a sub-awardee, select for the funding agency.
Grant Program Name	Indicate the name of the grant program as determined by the funder. Usually found on the RFP. Examples: TRIO, Strengthening Institutions Program, Zero Textbook Costs Degree Program
RFA/RFP/CFDA #	Enter the RFA/RFP/CFDA number that the funding agency assigned to the grant program.
Project Title	The Project Title is the name <i>you have given to the project.</i>
Project Director	The person identified in the proposal who will be in day-to-day charge of the proposed project.
Responsible Administrator	The college/unit administrator responsible for overseeing the project once funded.
Sub-Award	Select YES if you are receiving funds from an external lead/partner institution and include the name of the awarding institution, e.g. UCD, CSUS

PART II: GRANT PROPOSAL SUBMISSION

Submission Deadline	Click on the down arrow (to the right of the box) to indicate using the calendar the submission deadline (the date the application must be received by the funding agency).
Submission Method & Delivery of Proposal	Indicate submission method and form of delivery from drop-down menus.
Submit Application To	Indicate the contact person and email address for submitting the application.
Amount Requested	Indicate the amount of the request for the grant period, including direct, indirect, and total costs.
Period of Request & Indirect Cost Rate	Indicate the period of request using the check box for "One Year" or text box for "Other". Indicate the percentage rate used in calculating indirect costs; if none, use "0" or NA.
Match Required	Use the check boxes to indicate if cash or in-kind contributions are required. If a cash match is required, indicate the source and amount of matching funds required.
Project Start/End Dates	Click on the down arrows to select the proposed project start and end dates.

PART III: GRANT ACCEPTANCE

Grant Status	Use the check boxes to indicate if the grant was successful.
Return Deadline	Click on the down arrow to select the date to return the signed grant agreement to the funding agency.
Return Signed Award To	Indicate the name and contact details for returning the signed grant agreement.
Submission Method and Delivery	Indicate method and form of delivery from drop-down menus.
Amount of Award	Please include amount of total award (if multi-year) as well as the amount of the current allocation.
Project Start/End Dates	Indicate the proposed start and end dates for the project.

APPROVAL

Approval for submission and acceptance is required from the college/unit and district levels. We are currently following the REMOTE Routing Procedure, which is by EMAIL. NO PHYSICAL SIGNATURES ARE REQUIRED.
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