

**Minnesota State Colleges and Universities  
Grant Proposal and Funding Request Approval Form**

*Part I: Attach a brief abstract and submit **prior to** submission of grant or funding application.*

Title (of program or project) \_\_\_\_\_

Corresponding Strategic Direction \_\_\_\_\_ Partner (if applicable) \_\_\_\_\_

Program/Project Manager and Unit \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Type of Program/Project (check one)                      New \_\_\_\_\_                      Continuation \_\_\_\_\_

Estimated Term of Program/Project \_\_\_\_\_ to \_\_\_\_\_

Total Estimated Budget (attach Form GR-A) \$ \_\_\_\_\_ Estimated Funding Need \$ \_\_\_\_\_

Suggested Funding Source(s) \_\_\_\_\_

Potential Grant(s):\*\* Name(s) \_\_\_\_\_

Funder(s) \_\_\_\_\_

Application Deadline(s) \_\_\_\_\_

Award Notification Date(s) \_\_\_\_\_

Matching funds required? No \_\_\_ Yes \_\_\_ (If yes, complete and attach Form GR-B and/or GR-C)

Matching Ratio                      1:1 \_\_\_                      2:1 \_\_\_                      3:1 \_\_\_                      Other (explain) \_\_\_\_\_

Estimated Term of Potential Grant \_\_\_\_\_ to \_\_\_\_\_

\*\*This process and form are not applicable to Perkins Fund grants.

**Funding Approval Request** (Complete Part II on reverse side if/when request approved.)

\_\_\_\_\_  
*Program/Project Manager*

\_\_\_\_\_  
*Date*

**College/University Approval** (if required) Signatures of the department Chair and/or Dean are required if program/project will provide funding for or require resources from a campus.

\_\_\_\_\_  
*Signature and Date*

\_\_\_\_\_  
*Signature and Date*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Title*

**Office of the Chancellor Approvals**

Foundation and Corporate Relations has been consulted.

\_\_\_\_\_  
*Executive Director, System and Foundation Relations*

\_\_\_\_\_  
*Date*

I approve the program/project, the System commitments identified and the associated fundraising activities.

\_\_\_\_\_  
*Associate Vice Chancellor / Executive Director*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Cabinet Officer or Delegated Designee*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Vice Chancellor – Chief Financial Officer*

\_\_\_\_\_  
*Date*

**Minnesota State Colleges and Universities  
Grant Proposal and Funding Request Approval Form**

*Part II: Checklist; complete when request approved.*

Identified Term of Program or Project \_\_\_\_\_ to \_\_\_\_\_

Total Final/Approved Budget (*complete and attach Form GR-A*) \$ \_\_\_\_\_

Total Final Funding Need \$ \_\_\_\_\_

External Funding Needed by (*insert date*) \_\_\_\_\_, 200\_\_

Identified Funding Source(s)

Foundation and Corporate Funding \_\_\_\_\_

\*\*Government Funding \_\_\_\_\_

Matching funds required? No \_\_\_ Yes \_\_\_ (*If yes, complete and attach Form GR-B and/or GR-C*)

Matching Ratio 1:1 \_\_\_ 2:1 \_\_\_ 3:1 \_\_\_ Other (*explain*) \_\_\_\_\_

Total Cash Commitments (*complete and attach Form GR-B*) \$ \_\_\_\_\_

Total In-Kind Commitments (*complete and attach Form GR-C*) \$ \_\_\_\_\_

\*\*Note: This process and form are not applicable to Perkins Fund grants.

Application

Deadline (*insert date*) \_\_\_\_\_, 200\_\_

Received (*insert date*) \_\_\_\_\_, 200\_\_

Submitted (*insert date*) \_\_\_\_\_, 200\_\_

Mailed \_\_\_\_\_

Faxed \_\_\_\_\_

Electronic \_\_\_\_\_

Award

Notification (*insert date*) \_\_\_\_\_, 200\_\_

Yes \_\_\_ No \_\_\_

Amount \$ \_\_\_\_\_

Identified Term of Grant \_\_\_\_\_ to \_\_\_\_\_

Funds Received (*insert date*) \_\_\_\_\_, 200\_\_

Funds Transferred to Business Office (*insert date*) \_\_\_\_\_, 200\_\_

Distribution (of Approval form and supplemental documents, e.g. example grant awards and documents incorporated by reference)

Foundation and Corporate Funding

Development Office (Director of Foundation and Corporate Relations) - originals

Program/Project Manager

Budget Office

Business Office

Director of Financial Planning

Government Funding (This process and form are not applicable to Perkins Fund grants.)

Academic and Student Affairs (Associate VC for Strategic Partnerships) – originals

Program/Project Manager

Budget Office

Business Office

Director of Financial Planning

Government Relations (federal grants only, excluding Perkins Fund grants)

**Minnesota State Colleges and Universities  
Grant Proposal and Funding Request Approval Form  
Instruction Sheet**

*Note: This process and form are not applicable to Perkins Funds grants*

Part I (page 1)

Title: Identify name of program or project for which funding is sought. Title will be entered in database and used throughout term of grant.

Corresponding Strategic Direction: Identify strategic direction(s) correlating to program or project.

Partner: Identify schools, campuses, corporate partners and/or fiscal agents, e.g. DEED, that will be partners to program or project.

Program/Project Manager and Unit: Identify individual with primary responsibility for managing program or project. Identify individual's work unit.

Telephone: Provide primary telephone number of Program/Project Manager.

Fax: Provide fax number of Program/Project Manager.

E-mail: Provide e-mail address of Program/Project Manager.

Type of Program/Project: Indicate whether program or project is new or on-going initiative in need of additional funding from new or established sources.

Estimated Term of Program/Project: Provide the proposed start and end dates of the program or project.

Total Estimated Budget: Provide estimated budget of program or project. Complete and attach Form G-A, Proposed Budget. If program or project is for multiple years, submit a total budget and annual budgets on a fiscal year (July 1 through June 30) basis.

**Note: Unless the grant application requires a special budget form be completed or provides specific budget instructions, the proposed budget submitted on Form GR-A can be replicated and attached to grant application when permissible.**

Estimated Funding Need: Provide estimate how much will need to be secured from corporate and foundation and/or government funders.

Suggested Funding Source(s): Identify prospective funders including those known to have a relationship to program or project.

Potential Grant(s): Provide grant names, funders, application deadline dates and award notification dates of potential grants to fund program or project. Indicate whether matching funds are required and, if so, what type, i.e. cash or in-kind, and matching ratio. Provide the proposed state and end dates of the potential grant.

Part II (page 2)

Use as checklist when grant or funding request is approved.

Special Note: Print pages 1 and 2 using the "Page Range, Pages 1-2," "Print on both sides" and "Flip on long edge" features to limit form to one sheet of paper.
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