

Will you need **facilities** support? No Yes Not yet sure

Describe your facility needs (e.g., Do you need a dedicated office or classroom space for the project? Or will you need access to lab facilities that you do not currently have?): **250 limit**

Will you need **computer support**? No Yes Not yet sure

Describe your needs (e.g., Do you need a hardware installation, software support or technical assistance?):

Will you need **data analysis or statistical information**?

No Yes Not yet sure

Describe your needs:

NOTE: Each individual listed above, please keep this form for your records **and send an email with comment/approval** to kmartin@dacc.nmsu.edu. This acknowledges that the proposal has been discussed with the Grant Committee or PI and you approve or deny this proposal.

Budget Information

For questions contact Nancy Tinajero in the DACC Office of Grants and Contracts (528-7213)

Projected Project Total \$ _____

Are matching funds required? No Yes If so, what percentage? _____%

Does the funder require a cash match? No Yes

What are the sources you intend to use for matching funds?

Does Funder allow indirect charges? No Yes Allowable Indirect Rate: _____

Duration of Funding: Estimated Start Date _____ Estimated End Date _____

At the conclusion of the project, what aspects of the project must be institutionalized (sustainability)?
(For example, staff positions, office space, technology, equipment)

Project Information

Provide a brief overview of the project, explicitly stating the need for this project, how the project aligns with the department or unit and the expected outcomes. If you have a draft of the grant you can submit the draft: **(Limit 500 words)**

Describe how this project integrates with the DACC's Strategic Plan, and/or other planning documents and brings value to the College: **(Limit 500 words)**

What is the project's target population/focus area? (check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Assessment and Planning | <input type="checkbox"/> Professional Development |
| <input type="checkbox"/> Basic Skills | <input type="checkbox"/> STEM (Science, Technology, Engineering & Math) |
| <input type="checkbox"/> Community Partnerships | <input type="checkbox"/> Student Success |
| <input type="checkbox"/> Developmental Education | <input type="checkbox"/> Student Support |
| <input type="checkbox"/> Facilities/Renovation | <input type="checkbox"/> Technology |
| <input type="checkbox"/> Graduation/Transfer | |
| <input type="checkbox"/> Specialized Student Population(s) (please specify) _____ | |
| <input type="checkbox"/> Specific Discipline (please specify) _____ | |
| <input type="checkbox"/> Instructional Support (specify industry sector/s) _____ | |
| <input type="checkbox"/> Career and Technical Education (specify industry sector/s) _____ | |
| <input type="checkbox"/> Other (please specify) _____ | |

PI Signatures and Reviews

I certify that this grant/proposal meets the needs of the department, program, or unit as outlined above. For projects that require hiring staff, I will ensure that all documents pertaining to the hiring of that staff member indicate that the period of employment is effective until (1) the termination of the program or project, (2) termination, reduction, or revision of an applicable portion of the contract or project, or (3) a reduction in the program staff is necessary, or for cause, whichever occurs first. *You must collect the signatures below in the order that they appear.*

Applicant

Date

Division Dean over relevant area

Date

Comment:

Executive Signatures and Approval

At least two (2) weeks prior to submitting your proposal, you will need to seek approval of your budget from the DACC Grants & Contracts Business Office. At that time, submit this form along with the project budget for Business Office approval and obtain the signatures below, in the order in which they appear. The NMSU System requires grants to be turned in for final review at least one (1) week prior to the grant deadline. By signing this form, the following individuals certify that the budget appears sufficient and that the impact on DACC resources is reasonable:

Chief Financial Officer Date

Vice President of Student Services (if applicable) Date

Vice President of Academic Affairs (if applicable) Date

Vice President of External Relations (if applicable) Date

DACC President Date