



Office of Institutional Effectiveness, Grants and Special Projects
P. O. Box 227 · Gadsden, Alabama 35902-0227 · www.gadsdenstate.edu

For Internal Use – Required for All Grant Proposal Requests

This form is required for all grant proposal requests. It ensures alignment with institutional priorities, resource planning, and compliance. Upon completion, email to grants@gadsdenstate.edu for review.

Section 1: Requestor Information

1.1 Name:

1.2 Department/Division:

1.3 Title/Role:

1.4 Email:

1.5 Phone:

1.6 Dean/Director Approval: Yes No

(If yes, attach confirmation/email)

Section 2: Project Overview

2.1 Project Title:

Short, descriptive name of your project.

2.3 Project Duration

(Anticipated start and end, other time constraints)

2.4 Collaboration Required? Yes No

If yes, list partners (internal or external):

2.5 Project Type (check all that apply):

Academic Program Development

Student Support / Equity Initiative

Workforce Education / CTE

Technology / Infrastructure

Professional Development

Research / Innovation Pilot

- Community Partnership Initiative
- Other (please describe): _____

2.6 Primary Beneficiaries:

- Students Faculty/Staff Community Members Industry Partners Other: _____
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Section 3: Project Description

3.1 Summary of Project (3–5 sentences):

What the project is, who it serves, and what it aims to achieve.

3.2 Need/Problem Statement:

Describe the issue or opportunity your project addresses, supported by data or observations.

3.3 Beneficiaries (specific population, number served by project, etc.)

3.4 Project Activities & Timeline:

List major activities and expected timeframe (e.g., Year 1, Semester, Milestones).

Section 4: Alignment With Strategic Vision & Institutional Priorities

4.1 Explain how the project aligns with institutional strategic plan, goals, and/or priorities:

Section 5: Budget & Resources

5.1 Estimated Total Project Cost:

\$_____

5.2 Budget Breakdown (if known):

- Personnel / Release Time
- Supplies / Materials
- Technology / Equipment
- Professional Development / Travel
- Stipends
- Contracted Services
- Indirect Costs

Provide narrative or itemized explanation if available.

5.3 Required Institutional Resources (non-monetary):

- Facilities
 - IT Support
 - Institutional Research / Data
 - Administrative Support
 - Other (describe):
-

Section 6: Grant Considerations

6.1 Is there an identified funding source?

- Yes → *Name of funder:*
- No → *Would you like assistance identifying opportunities?* Yes / No

6.2 Deadline(s):

Internal Deadline:

Sponsor Deadline:

6.3 Compliance Requirements (if known):

- FERPA
 - Data Sharing / MOU
 - IRB
 - Procurement / Contracts
 - Federal/State Reporting
 - Other:
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Section 7: Approvals

Department Chair / Director:

Name:

Signature:

Date:

Dean / Division VP:

Name:

Signature:

Date:

Grants Office Review:

Proposal aligns with institutional goals? Yes / Needs Revision

Compliance risks identified? Yes / No

Notes/Recommendations:

Dean of Grants Approval:

Name:

Signature:

Date: