

Elements of a Sponsored Projects Application

PROJECT REQUIREMENTS

A proposed project may require additional approvals from College officials depending on the project scope, budget, and anticipated outcomes. To ensure the College can adequately accommodate a proposed sponsored project, the Principal Investigator / Program Director (Pi/PD) is asked to identify and provide a brief explanation as to why a project requirement may be applicable to their proposal.

Any concerns and/or questions associated with an identified project requirement will need to be sufficiently addressed before a formal Approval for Submission will be granted to the PI/PD.

PERSONNEL/EMPLOYMENT

Projects involving new hires and irregular help will require the review and authorization from the Human Resource Director.

INFORMATION TECHNOLOGY (IT)

Projects involving IT related purchases and equipment will require the review and authorization from the IT Director.

FACILITIES

Projects requiring additional space, campus relocation, and/or furniture and equipment purchases will require the review and authorization from the Physical Plant Director.

PURCHASING

Projects involving purchases of \$5,000 over the period of performance of the award, or that require a bid process will require the review and authorization from the Purchasing Director.

COLLABORATION

Projects involving heavy collaboration with an outside department or organization will need to be identified. Departments and Divisions that are a part of the college will need to include their digital ID signature on the proposal documents. Organizations outside of the college will need to provide a Letter of Commitment on official letterhead and the Letter of Commitment will need to be attached to the proposal documents.

CURRICULUM CHANGES

Projects involving curriculum changes will require the review and authorization from the Provost.

STUDENT OUTCOMES

Projects involving tracking of program and/or student outcomes will require the review and authorization from the Vice President of Student Affairs and/or Director of Institutional Research & Effectiveness.

AGREEMENTS

Projects that commit the College for over a year will require the review and authorization from the Provost. Additional approvals may be needed pending the details of the proposed project.