

The following form(s) can be filled in on-line, then printed for signatures and mailing or faxing.

To begin filling out the forms in Acrobat Reader, make sure the **hand** tool is selected then click on a line or in a box and begin typing. Check boxes can be clicked on or off.



CCS INTENT TO APPLY FOR EXTERNAL FUNDING

FOR OFFICE USE ONLY

Application no. _____

Date received _____

THIS FORM IS REQUIRED WHEN SEEKING EXTERNAL FUNDING FOR ANY PURPOSE.

Please complete the form, print it, and forward to John O'Rourke at MS-1006. For questions call John at 434-5185.

CCS unit applying: District Administration IEL Foundation SCC SFCC Date _____

Initiator _____ Initiator's mail stop _____ Proposal submission due date _____

Department/division _____ Phone _____

Name of proposal _____

Source of funding _____ State Federal Private

Amount of funding requested _____

Brief description of proposal _____

Application is: New Renewal Continuation Supplemental Revision

If renewal, continuation or supplemental, please provide current budget number _____

SECTION A

If you are applying for external funding you need to obtain the approval of (1) your department dean (1st level administrator), (2) your appropriate college vice president (2nd level administrator), and (3) your college president or executive. Requests from SCC must also be approved by the SCC dean of instructional services/director of college development (MS-2160). External funding requests of over \$250,000 must be approved by CCS chancellor in consultation with the Board of Trustees.

Approval to proceed with proposal:Dean / 1st level administrator _____ Date _____Dean of instructional services and
Director of college development (SCC only) _____ Date _____Vice president / 2nd level administrator _____ Date _____

Executive vice president / president _____ Date _____

Chancellor (if over \$250,000) _____ Date _____

SECTION B

Work with your assigned financial manager when developing a proposal budget. When ready, submit the budget for review to Sharon Tyrrell (434-5182) or Diana Biddison (434-5187) of the District Business Office; MS-1006. Please consult with Sharon or Diana when questions arise pertaining to indirect cost rates, salaries or benefits.

I have reviewed and approved the project budget for this proposal.

Signature _____ Date _____

*To be signed by Diana Biddison, Sharon Tyrrell or Linda McDermott, CFO.***SECTION C**

All requests that require facility space must be approved by the district director of facilities at 533-8630; MS-1016.

 This project proposal does not require facility space. (No signature needed) I have reviewed and approved the space requirements of the project.

Signature _____ Date _____

Director of facilities