

# Grant Proposal Submission Form



Please attach a brief preliminary project summary, the budget, and budget justification.  
In-kind and Cost sharing for Del Mar College must be explained.

## Proposal Data:

Project Administrator/Principal Investigator:

Division:

Project Title:

Funding Agency:

Proposal Deadline:  Preliminary  Final  Other:

Proposed Project Start Date: End Date:

**Scheduled date to be submitted or mailed:**

**Actual submittal or mailing:**

**Format of submittal:**  Electronically Via:  Hard Copy

**Submitting Institution:**  Directly from Del Mar College  Through TEES  Other:

**Collaborative Submission:**  Del Mar College is Lead Institution  Del Mar College is Collaborator

## Indirect Cost Data:

Are Indirect Costs (IDC) Allowed?

If yes, %:

DMC Projected Total Indirect \$:

Percentage Total IDC to Division:

DMC In-Kind \$:

DMC Cost Sharing/Matching:

Other Matching or In-Kind \$:

Source:

Total Funding Agency Request \$:

## Personnel: (In addition to PA/PI listed above)

Name(s):

Title(s):

The following will fund personnel costs of the grant? Personnel workloads will be covered by:

- Hiring New – full-time and/or part-time to be paid by grant
- Providing reassigned time for faculty or staff with the current work load:
  - Covered without additional expenditure to DMC (Release time to be paid with grant funds)
  - Covered by overload paid by the grant
  - Other:

## Routing Notification and Approval: Please sign and date where appropriate.

Grants Office:

Date

Department Chair/Supervisor(s):

Date

Dean(s)(If applicable):

Date

Executive Team Member (for Department):

Date

Approved for submittal by CFO:

Date

**Send original copy with attachments to Grants Office**