

Illinois Central College Grant/Research Proposal

Project Title: _____
(Does this project apply to a specific course? If so, provide the Course ID and title above.)

Is this a _____ State, _____ Federal, or _____ Foundation Grant? (Check one if applicable)

Name of applicant:

Department:

Office Location:

Telephone number:

Names of others working on project:

Departments Involved:

Proposed project dates: Start: _____ End: _____

For Internet courses only – select payment preference based on delivery date:

_____ Prior to the beginning of the semester
_____ At the end of the semester the course is taught

First semester project will be used/course will be taught:

Total funds requested: _____

Have you previously received funds from the Foundation, Education-to-Careers, or Instructional Innovation for the project? No _____ Yes _____ Explain:

If you have previously received funds, please list dates, project titles, and amounts:

*Signature of Applicant: _____ Date: _____

*Signature of Department Chair/: _____ Date: _____

*Signature of Academic Dean: _____ Date: _____

Received by the Coordinator, Grants Development _____ Date: _____

IRB Committee Review: _____ Required _____ Date: _____

_____ Not Required

Comments:

Vice President for Academic Affairs: _____ Date _____

Vice President/Administration and Finance _____ Date: _____

**The applicant must have signatures before sending to the Coordinator, Grant Development by the deadline!*

Write a brief proposal that responds to the following in the order given. Be sure to include enough information so that others can have a clear picture of your proposal. Attach the proposal to the cover sheet with all required signatures and deliver to the Grant Development Office – L430.

A. Summary

Provide a one-paragraph summary of your proposed project.

B. Statement of Need

Explain why the project is needed or what problem you are attempting to solve.

For projects involving instruction and/or student services, describe what students and their need(s) your proposal will address. How does this fit with the mission of Illinois Central College.

C. Project Methods & Procedures

Describe the project including the “who, what when, where and how”.

D. Objectives or Expected Results

Describe the expected outcomes of the project.

E. Evaluation

Describe how you will evaluate the effectiveness of the project.

F. Other Benefits

If applicable, explain how you would expect this project to affect ICC students, faculty, staff, departments, etc.

G. Additional Assistance

If applicable, indicate precisely what services, collaboration, assistance, training, or technology this project requires from any other ICC office or department or from any off-campus person or organization.

H. Budget Information

1. Personnel
Determine number of personnel appropriate for project, job obligations, and classification level.
2. Materials and supplies (Please list)
3. Capital equipment (Please list)
4. Meeting expenses:
Food
Travel
5. Other (Please list)
6. Total funding requested
7. If only partial funding is available, how would you revise the project?

I. Support Needs and Implications

Discuss short and long-term support needs: technology, facilities, transportation, maintenance, updates, enhancements, improvements, personnel/staff and/or other resources.