

PRE-APPROVAL REQUIRED

CSI EXTERNAL FUNDING REQUEST (EFR) FORM

This form must be completed for all external grant requests. It is applicable to external funding sources only and should NOT be used for the CSI Foundation grants. If you have any questions about grant development, filling out this form, or the approval process, please contact Emily English (emenglish@csi.edu or x6248). If you have fiscal questions, please contact Devon Jenks (djenks@csi.edu or x6215).

ALL external grant proposals must be approved using this form. You are encouraged to submit Part A of this form as soon as you begin to consider working on a grant, even if you do not yet have all of the details for entire grant proposal. This allows the Office of Grants Development to track grants through the process, ensures that multiple branches of the college are not simultaneously and unknowing working on grants that would compete with each other, and ensures that you do not spend a significant amount of time working on a grant that cannot be approved for some reason.

PART A: Fill out and submit to Terry Woodland (twoodland@csi.edu or x6241), Office of Institutional Effectiveness, as soon as you begin to consider writing the grant. The Office of Institutional Effectiveness will then circulate the form to gather the appropriate approvals and return the EFR to you.



Grant to be written by: _____

Grant to be submitted by: _____

Grant title: _____

Grant agency: _____

Grant due date: _____

Type of submission (select one): New grant Renewal of existing grant

Total grant funds requested: \$ _____

Maximum amount allowed (if applicable): \$ _____

Will new personnel be required? (select one): Yes -or- No

Will release time for existing personnel be required? (select one): Yes -or- No

Will any new physical space be required? (select one): Yes -or- No

Does this grant require an in-kind match from CSI or a 3rd party? (select one): Yes -or- No

Preliminary Approval (Part A) (please initial in the appropriate box)	Fully Approved	Preliminary Work Approved*	Denied*
Department Chair/Director/Dean:			
CSI President:			
CSI Provost:			
Vice President of Administration:			
Dean of Inst. Effectiveness & Communication:			
CSI Grant Accountant:			
CSI Institutional Grant Writer:			
Cc: Executive Director, CSI Foundation			

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PART B: May be filled out as part of the initial approval process if information is available. MUST be filled out and resubmitted if any “pre-approval” signatories mark “preliminary work approved” instead of “grant fully approved.”

Please provide a brief overview of the proposal:

Please describe how this project addresses specific strategic initiatives, goals and objectives of the CSI Strategic Plan.

Project Director: _____

Project Manager: _____

Grant agency contact: _____

Projected start date: _____

Projected end date: _____

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Part C: May be filled out as part of the initial approval process if information is available. MUST be filled out and resubmitted if any "pre-approval" signatories mark "preliminary work approved" instead of "grant fully approved."

GRANT BUDGET

PROJECTED BUDGET FOR ADMINISTRATIVE REVIEW	ACTUAL BUDGET AS SUBMITTED TO FUNDING AGENCY
REVENUES	REVENUES
FEDERAL	FEDERAL
STATE	STATE
LOCAL	LOCAL
OTHER	OTHER
TOTAL REVENUES	TOTAL REVENUES

PROJECTED BUDGET	ACTUAL BUDGET
EXPENDITURES	EXPENDITURES
SALARIES	SALARIES
BENEFITS	BENEFITS
SERVICES	SERVICES
SUPPLIES	SUPPLIES
CAPITAL OUTLAY	CAPITAL OUTLAY
INDIRECT COSTS	INDIRECT COSTS
ADMIN COST 5%	ADMIN COST 5%
TOTAL EXPENDITURES	TOTAL EXPENDITURES

***Comments/Questions (especially if approval is denied, or only preliminarily given):**