

Western Oklahoma State College Proposal Planning Sheet

Proposal Due Date: _____
 Anticipated Award Notification Date: _____
 Start Date: _____
 Program Length: _____
 CFDA # or other ID #: _____

Proposal Name: _____
 Funding Agency: _____
 Web Address for RFP: _____
 Unit/Division: _____
 Department: _____

Project Director: _____

Is this person Faculty Staff Administration Other (Explanation) _____

Co-Project Director: _____

Is this person Faculty Staff Administration Other (Explanation) _____

Co-Project Director: _____

Is this person Faculty Staff Administration Other (Explanation) _____

Type of Proposal: New Continuation Renewal Supplemental Revision / Resubmission

Additional Attributes: Grant Contract Subcontract Foundation Other (Explanation) _____

Funds Requested: \$ _____ -

Indirect Costs: \$ _____ -

Required Match? YES NO

WOSC Match In-kind: \$ _____ -

If Yes, % of Match Required: _____

WOSC Cash Match: \$ _____ -

Please attached a copy of your proposal or answer the following questions.

Description of project (summarize activities as a result of the proposal):

Briefly describe a timetable for the submission process. Please include enough time for Executive Council to review the proposal.

Explain how the project corresponds to the Western Oklahoma State College mission.

Project Personnel

WOSC Personnel	Paid by Grant (G) or Match (M)	% of Time Committed	Other Grant Commitment Yes (Y) or No (N)	If Yes, % of Time

Approval

Signature of Project Director

Date

Signature of Supervisor

Date

Signature of Dean

Date

Signature of Vice President

Date

Comments:

Proposal Planning Sheet Review Procedure

Once submitted, a review of the Proposal Planning Sheet and discussion of the budget will be conducted.

REMINDER: The College's President is the only authorized representative to sign grant applications or contracts. The President's signature must accompany all final proposals.

The grant proposal cited above has successfully completed the institutional grant submission process and is recommended to the President for signature.

Signature of Vice President for Academic Affairs

Date

Signature of Vice President for Business Affairs

Date

Signature of Vice President for Student Support Services

Date

Signature of President

Date