



Date Received: _____
Staff Assigned: _____
Date of Initial Contact: _____

Request for External Funding for South Texas College

Faculty and staff are required to submit grant application requests for funding for the college from external agencies (i.e., grant applications, proposals for funding, partnerships/subawards, Letters of Intent, Letters of Inquiry, Concept Papers, Case Statements, etc.) to the Executive Director of Grant Development, Management and Compliance who then routes final drafts for review by the College President for approval prior to submission to the funding agency.

This form should be processed prior to development of a request for funding for the college. The Department of Resource Development, Management and Compliance provides technical assistance for the development of proposals for funding, applications, etc. A complete draft of the grant should be submitted for final review and approvals and processing for submission **at least five business days prior** to the official grant submission deadline.

**The Department of Resource Development, Management and Compliance is not obligated to process and submit proposals/applications that are received late (beyond the internal STC deadline of five days prior to the funding agency's submittal deadline).*

Name of Faculty or Staff Member Submitting Request:

Phone (ext) and Division/Department:

Email: _____@southtexascollege.edu

Project Details:

Funding Agency and Agency Opportunity ID #:

Title of Funding Opportunity:

Submission Deadline to Funding Agency (xx/xx/xxxx):

Amount Requested:

Match/Cost Share Required: Yes No In-Kind Required: Yes No

Will this grant application require data or evaluation support from Institutional Effectiveness? Yes No

Will other departments be involved in the Grant? Yes No If yes, name the department(s):

Has the department's Chair, Dean or Director been informed/involved already? Yes

Grant Period (xx/xx/xxxx): _____ to _____ Is a Subrecipient Involved? Yes

Special Instructions (Number of originals/hard copies, FastLane, grants.gov, etc.)

Approvals

The Department of Resource Development, Management and Compliance, has authority to decline to submit proposals for funding on behalf of STC for projects that do not align to the mission and strategic directions of the college and do not have the prior approval of administration and the President.

I have reviewed the request to submit the proposal/application and agree that the project aligns to the mission and goals of South Texas College. I approve of the submission of this proposal:

Supervisor: _____ Signature _____ Date _____

Dean/Director (if different from supervisor): _____ Signature _____ Date _____

Vice President: _____ Signature _____ Date _____

Should there be any questions about this form, contact the Department of Resource Development, Management and Compliance at 872-6765.