



Request for Planning Authority for an Externally Funded Project

Purpose of this Form

All externally funded projects (i.e., “grants,” “contracts,” etc.) necessarily involve the commitment of college resources to the project. Eastfield College commits resources to externally funded projects through a well-informed and deliberative process. The process is intended to assure that proposed projects for external funding are: 1) consistent with the mission of the college, 2) consistent with the strategic goals of the college, 3) not in conflict with other externally funded projects, 4) in compliance with the fiscal policies of the college, 5) of sufficient benefit to the college to warrant the associated risks and costs, and 6) in the best interest of the college in all respects.

The “Request for Planning Authority for an Externally Funded Project” should be submitted to the Executive Council as soon as a funding opportunity has been identified and initial preparations have been made to marry the funding opportunity with college resources to envision a project that will help the college achieve its mission. It is recognized that all of the information requested by this form may not be known at the time of submission, but reasonable diligence should be exercised to provide as complete a request as circumstances permit.

Part A: External Funding Opportunity Basic Information

(To be completed by proposed project lead and Resource Development Dean)

Name of the funding opportunity:	
Name of funding agency/foundation:	Proposal/Application deadline:
Maximum funding available under opportunity:	Funding period/duration:

Proposed project lead:	Division:
Email address:	Telephone number(s):
Other key implementation personnel:	



Part B: External Funding Opportunity Details

(To be completed by proposed project lead and Resource Development Dean)

Using plain language, briefly describe the purpose of the proposed project and the types of activities that the proposed project will implement:

Using plain language, explicitly describe how the proposed project will fulfill the mission of Eastfield College and the college's strategic goals:

What existing college resources (personnel, equipment, etc.) will need to be reallocated to successfully implement the proposed project?

What contributions, if any, will the college be required to make to the proposed project (e.g., "in-kind," "in-cash," etc.)?

Will the successful implementation of the proposed project require partnerships with external organizations? If so, is it known with which organization(s) the college will partner? What is known about these partners?

Beyond the period/duration of external funding, what commitments, if any, will the college be required to keep? (For example, will the college be required to maintain ("institutionalize") programming? As another example, will the college be required to maintain ("institutionalize") staff? Etc.?)

What fiscal "profit" (margins, up-charges, indirect-costs recovery, etc.), if any, will the college realize from the project?

Who will be the primary author of the proposal/application? Who, if anyone, will be the secondary authors? What additional support will be required to complete the proposal/application?

Does the proposed project involve research with human subjects, animals, and/or hazardous materials? If so, what is the status of required approvals?



Is there any other information relevant in determining whether the college should pursue this opportunity?

Does the proposed project lead have any conflicts of interest (or potential conflicts of interest) that might interfere with the implementation of the proposed project or could otherwise create an impression of impropriety? Is the project lead aware of any other conflicts of interest (or potential conflicts of interest)? If any conflicts of interest (or potential conflicts of interest) exist, how will they be managed and how will their effects be mitigated?

“To the best of my knowledge, the information contained in this document is accurate and complete. I have discussed the proposed project with my supervisor, and my supervisor has indicated her/his support. I will update the Dean of Resource Development and the Vice President for Planning and Development if I later learn of additional conflicts (or potential conflicts) of interest.”

Signature (digital acceptable) of Project Lead Date



Part C: Recommendation of the Resource Development Dean

Does the Dean of Resource Development recommend that the college pursue this external funding opportunity (“Yes” or “No”)? Indicate rationale for a positive recommendation and any reservations/hesitations/doubts/concerns/fears that accompany the positive recommendation. Indicate rationale for a negative recommendation.

Does the proposed project conflict (or potentially conflict) with any other existing or potential external funding? To the knowledge of the Dean of Resource Development, do any conflicts of interest (or potential conflicts of interest) exist?

Is there any other information relevant in determining whether the college should pursue this opportunity?

“To the best of my knowledge, the information contained in this document is accurate and complete. I have exercised appropriate diligence in investigating conflicts and potential conflicts, and I will update the Vice President for Planning and Development if I later learn of any conflicts and/or potential conflicts.”

Signature (digital acceptable) of Resource Development Dean

Date

Part D: Decision of Executive Council on Planning Authority

Date considered by executive council:

Presented by:

Decision and recommendations of the Executive Council:

Authorized signatory assigned:

Deadline for final proposal to be received by signatory: