# PROPOSAL PLANNING SHEET

<table>
<thead>
<tr>
<th>Proposal Due Date:</th>
<th>Proposal Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anticipated Award Notification Date:</td>
<td>Funding Agency:</td>
</tr>
<tr>
<td>Start Date:</td>
<td>Web Address for RFP:</td>
</tr>
<tr>
<td>Program Length:</td>
<td>School or Unit:</td>
</tr>
<tr>
<td>CFDA# or other ID#</td>
<td>Academic Department:</td>
</tr>
</tbody>
</table>

### Principal Investigator:

Is this person a:  
- Faculty member  
- Staff  
- Senior Administrator  
- Other (Please explain):

### Co-Investigator:

Is this person a:  
- Faculty member  
- Staff  
- Senior Administrator  
- Other (Please explain):

### Co-Investigator:

Is this person a:  
- Faculty member  
- Staff  
- Senior Administrator  
- Other (Please explain):

### Project Director:

Is this person a:  
- Faculty member  
- Staff  
- Senior Administrator  
- Other (Please explain):

### Is this Grant a:

- New Grant Proposal  
- Continuation Grant Proposal  
- An annually applied for grant that has been previously funded.

### Type of Grant:  
- Grant  
- 501(c)(3) Foundation  
- Contract  
- Other-Specify

### Funds Requested: $

#### Required Match?

- YES  
- NO

If Yes, % of Match Required  

#### Indirect Costs: $

- NOC Match In-kind  
- NOC Cash Match

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

Briefly describe a timetable for the submission process. Include enough time for the Grants Oversight Committee to review the proposal.

Explain how this project corresponds to the Northern Oklahoma College mission.
<table>
<thead>
<tr>
<th>Personnel to be Involved</th>
<th>%</th>
<th>Paid by Grant (G), Paid by Match/Contribution (M), or Volunteer/In-kind (V)</th>
<th>Other Grant Commitment</th>
<th>If Yes, % of Time</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>___G ___M ___V ___Y or ___N</td>
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</table>

Approval

Immediate Division Chair, Supervisor or Vice President of the Principle Investigator

Grants Coordinator, Academic Affairs

FOR ACADEMIC AFFAIRS USE:

IP #________________________

Date Entered in Database____________________

Principal Investigator Comments:

Grants Oversight Committee Comments:
### Proposal Planning Sheet Review Procedure

Once submitted, a review of the Proposal Planning Sheet and discussion of the budget will be conducted with the Grants Coordinator in the Academic Affairs Office and the Grants Oversight Committee.

If approved, a copy of this page and a copy of the proposal’s signature page(s) will be submitted to the President for approval.

**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.

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

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<table>
<thead>
<tr>
<th>Vice President for Academic Affairs</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice President for Financial Affairs</td>
<td>Date</td>
</tr>
<tr>
<td>Vice President for Development &amp; Community Relations</td>
<td>Date</td>
</tr>
<tr>
<td>President</td>
<td>Date</td>
</tr>
</tbody>
</table>