

**GRANT PROPOSAL
Check-off Sheet**

This check-off sheet must be attached to all grant proposals before presenting for final signature. All grant proposals should be in the Accounting Department for review at least **72** hours before the grant mailing date.

TITLE OF GRANT: _____

INITIAL/DATE

_____ **PROJECT DIRECTOR** -- *grant proposal is complete*

- _____
- a) Total TCC match required: _____ \$
 - b) List TCC match funding source(s): _____
 - c) Documentation for approved funding source(s) attached: YES NO
 - d) List third party match, if any: _____

_____ **GRANTS OFFICE**

In this proposal, Tidewater Community College (does) ____/(does not) ____ make commitments that extend beyond the grant period.

The commitments made for the period beyond grant funding are:

NOTE: IF INDIRECT COSTS ARE NOT ALLOWED, ATTACH A COPY OF THE PART OF THE RFP THAT DEMONSTRATES THIS.

_____ **BUDGET OFFICE** -- *for grant proposals involving TCC match*

Comments: _____

_____ **ACCOUNTING** -- *grant proposal has been reviewed and budget verified*

Comments: _____

_____ **VICE PRESIDENT FOR ACADEMIC & STUDENT AFFAIRS** -- *for non-campus specific grants*

OR

_____ **CAMPUS PROVOST** -- _____ *Campus content approved*

_____ **VICE PRESIDENT FOR INFORMATION SYSTEMS** -- *for grant proposals involving technology.*

_____ **VICE PRESIDENT FOR FINANCE** -- *Budget Approved*

_____ **PRESIDENT** -- *signature required **ONLY** if federal or state regulations require; the VP for Finance and the VP for Academic and Student Affairs have delegated signature authority to sign for President.*