Office of Grant Development & Administration

PROPOSAL SUBMISSION REQUEST (PSR) FORM

Instructions

This form must be submitted to grantadministrationdept@actx.edu **30 days** before the RFA or RFP deadline**.** (late application requests may still be considered on an exceptional basis.)

AC Personnel Information

Name of Project Point of Contact	
Email Address:	
Department:	
Cabinet Representative:	

Submission Information

Will this application be submitted by: Amarillo College   AC Foundation

Proposal Type: New Proposal   Continuation   Sub-recipient   Cost-Reimbursement

1. How will this grant project contribute to the institution's strategic goals and objectives?	
2. If you wish to extend an existing grant project, you will need to showcase the positive impact it has had on students. To do so, you should provide measurable data on enrollment, retention, completion, transfer, and participation in program activities. It is also crucial to specify the source of each data point you provide in order to justify the need for ongoing funding.	

Project Information

Project Impact (check all that apply to the project goals & objectives)

Completion   Labor Market   Student Learning   Love Your Neighbor   Financial Effectiveness

1. What is the project's title, and how will it contribute to the goals and impact areas outlined by the funding agency?	
2. What specific tasks and initiatives will be undertaken to achieve the project's goals?	
3. Who are the specific students the project aims to serve, and how many students from this population are needed to participate for the project to be effective?	
4. If applicable, what indicators or metrics will be used for each expected outcome to monitor progress and evaluate success?	
5. Did you meet with Institutional Research (IR) to discuss outcome measures? If so, please summarize your discussion and the meeting date.	
6. Which team or department will develop the grant proposal? Will IR data be needed, or is it available on the DAIR site or elsewhere?	
7. Please provide the RFA or Funding Opportunity Number/Funder Website URL	

8. Grant Life Cycle (Award to Close out date) and Grant Award Amount	
9. Does the project have an Indirect Cost?	
10. Proposal Submission Deadline Date	

Project Evaluation
(Institutional Capacity)

1. What are the credentials and experiences required for someone leading this project to achieve its objectives?	
2. Is there currently a project lead designated for this initiative? What is the anticipated timeline for filling this critical leadership role?	
3. Which department will oversee the project's progress and deliverables? To whom will the project lead report directly?	
4. Which other departments will benefit from the grant objectives and/or be impacted by the grant project?	
5. What facilities and resources are available to accommodate the project's space and equipment needs (e.g., office or classroom space, technology, furniture)?	
6. Please share a brief budget breakdown for student support, curriculum development, travel, staff stipends, equipment, and other vital areas.	
7. How will the grant program be sustained after the grant cycle ends? (i.e., staff, equipment, activities, etc.)	

8. For continued funding consideration, please confirm if the project underwent an annual audit by the funding agency or an internal audit. Please summarize the most recent audit's key findings (If unsure check with the grant office for verification).	

My signature below confirms my review of the proposal. It also certifies that:

The information submitted within this application is true, complete, and accurate.

_____ _____

Signature   Date   Dept/Program Chair Signature   Date

_____ _____

Dean Signature   Date   Cabinet Representative Signature   Date

*Post Cabinet Approval

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VP of Strategic Initiatives