**PROJECT DEVELOPMENT CHECKLIST**

*Grant Manager: Notify the Grants Office when completed.*

|  |
| --- |
|  |
| Grant Proposal Title: Click here to enter text. |
| Funding Source: Click here to enter text. |
| Point of Contact: Click here to enter text. |

Note: Staff on left need to review and check off on the proposal prior to submittal to the Grants Office. The Grants Office will route finalized proposal to staff on right side.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| * **Accountable VP – NAME: Click here to enter text.: Date:** enter date.**Indicate personnel required to check off (boxes at left and under “Final Grant Review & Approval” column at right)**
 | **Checking box below represents your signature** |  | Final Grant Review & Approval | **Checking box below represents your signature** | To be completed only after all signatures are obtained on the left side. |
| [ ]  **Institutional Effectiveness** *needs* ***the following advance notice: 4-6 weeks*** *for all requests (data, surveys, market research, etc.) (use* [*IR Help Request Form*](http://libs.morainepark.edu/docs/president/rd/track-it-ir.pdf)*)****(Jacque Warnecke,*** ***jwarnecke@morainepark.edu******, Ext. 3250)**** Consulted regarding data needs; reviewed outcome objectives
 | [ ] Date: Click to enter date. |  | [ ]  Bonnie Baerwald(new proposals must have President approval) | [ ] Date: Click to enter date. | Comments: Click to enter text. |
| [ ]  **Human Resources** consulted regarding positions*(needs* ***1 week advance notice; submit Personnel Costing Worksheet to GO & save the finalized worksheet in the Grant Managers folder)*** *(****Paula Stettbacher,*** ***pstettbacher@morainepark.edu******, Ext. 3232)*** | [ ] Date: Click to enter date. |  | [ ]  Kathy Broske | [ ] Date: Click to enter date. | Comments: Click to enter text. |
| [ ]  **Information Technology** consulted regarding technology needs***(Christine Kuhaupt,*** ***ckuhaupt@morainepark.edu******, Ext. 3326)*** | [ ] Date: Click to enter date. |  | [ ]  Jerry Richards | [ ] Date: Click to enter date. | Comments: Click to enter text. |
| [ ]  Finance Office consulted regarding budget *(Tara Wendt,* *twendt4@morainepark.edu*, *Ext. 3236)* | [ ] Date: Click to enter date. |  | [ ]  Carrie Kasubaski | [ ] Date: Click to enter date. | Comments: Click to enter text. |
| [ ]  Facilities consulted regarding space needed (*Roy Marquez,* *rmarquez3@morainepark.edu**, Ext. 2136)* | [ ] Date: Click to enter date. |  | [ ]  Jim Barrett | [ ] Date: Click to enter date. | Comments: Click to enter text. |
|  Technology/equipment request form information completed[ ]  *Gloria Arenz (Academic Requests),* *garenz@morainepark.edu**, Ext. 3121*[ ]  *Jennifer Schoonover (Non-academic requests),* *jschoonover@morainepark.edu**, Ext. 3295)* | [ ] Date: Click to enter date. |  | [ ]  Jim Eden | [ ] Date: Click to enter date. | Comments: Click to enter text. |
| [ ]  Curriculum Development consulted regarding curriculum *(Lisa Pollard),* *lpollard@morainepark.edu* , *Ext. 1441)* | [ ] Date: Click to enter date. |  |  |  |  |
| [ ]  Other review needed (enter explanation as needed) Click to enter text.*(Name*: Click to enter text.) | [ ] Date: Click to enter date. |  |  |  |  |
| [ ]  Director of Institutional Effectiveness *(Bojan Ljubenko,* *bljubenko@morainepark.edu**, Ext. 3229)* reviewed | [ ] Date: Click to enter date. |  |  |  |  |
| [x]  Grants Office reviewed *(Pete Rettler,* *prettler@morainepark.edu**, Ext. 5706)* | [ ] Date: Click to enter date. |  | [x]  Pete Rettler | [ ] Date: Click to enter date. | Comments: Click to enter text. |
| Comments & Questions: Click to enter text. |
| Point of Contact Signature (to certify this is accurate and complete – to be signed off AFTER every signature above is obtained): Click to enter text. |