2018 Pre-proposal Form

Grant themes: Innovative Instruction ~ Collaborative Curriculum ~ Diversity and Inclusion

In the pre-proposal stage, ACS is looking for evidence of project cohesion, relevance to the grant, and follow-through. Visit colleges.org/fa for additional information and updates. Note that:

- March 30, 2018 is the submission deadline for Cycle I; August 10, 2018 is the deadline for Cycle II.
- Pre-proposal should be no longer than three pages.
- Your complete application should be sent via email <u>WORD</u> attachment to jdugan@colleges.org.[1]

The pre-proposal requires the signature of the senior administrative officer (e.g., vice president) from *all participating institutions.* Full proposals will require the signature of the same officer, who will be responsible for keeping the president informed and supportive. *We encourage all those who are working on proposals to communicate with the relevant administrators early in the process.*

> Name of project leader:
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> Campus of project leader:
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> Project name (brief, 3-4 words):

1. Briefly describe the project.

2. List project participants (names, institutions, titles).

> Before answering the following questions, please read the ACS "Guidelines for grant writers" and other information at colleges.oar/fa, which includes definitions of our three grant themes, assessment details, and information on budget parameters, and guidelines for planning grants.

3. Describe your project in relation to (a) the relevant grant theme(s) and (b) the need for the project on your campus (i.e., in your campus context).

4. Describe the initial project goals (what you hope to achieve) and success measures (how you plan to evaluate project success).

5. Provide a simple, estimated budget. We are looking for alignment between your project goals and funding requests.

6. If the collaborating partners require a supplemental planning grant (of up to $2,000) for activities associated with developing the final proposal, please explain (a) the *purpose* of the grant, (b) the *goals* of the grant, and (c) your planning grant *budget*. (Question #6 does not count in your 3-page proposal limit.)

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[1] But maybe not, if we can get an electronic version in place.