

Grant Writing Checklist and Approval Process

Note: This form can be completed electronically and submitted by email (to the employee's supervisor/department head and dean for review).

Basic Information	
Funding Organization	
Grant Application Deadline	
Estimated Project Start/End Dates	
Link to Funding Program Info	

CEAP Employees		
Employee Name	Department/Unit	Project Role

Non-CEAP Employees		
Name	Affiliation	Project Role

Abstract (250 words):
Preliminary estimate of other commitments CEAP will make as part of the grant project: (e.g., course release, personnel/human resources, space, furniture, equipment, supplies, financial, etc.)
Faculty/Staff Salary, Amount, & Timing (summer, fall, spring):

Grant/Project Impact on Teacher or Professional Education? Yes ____ No ____
(i.e., School Psychology, School Counseling, Ed Leadership MSA/PMC/EdD)

Required Signatures (printed name, signature, & date)

Grant PI/Co-PI

Department Head/Director Supervisor

Dean