Pre-Proposal Project Summary

Current Date

APPLICANT INFORMATION

Last Name   [_____] First Name [_____] Middle [_____]

Title [_____] Campus Extension [_____]

QUESTIONAIRE

1. Project or equipment for which funding is needed:

2. What outcome(s) do you intend to achieve through the project or with the equipment, or what problem are you addressing?

3. What is currently being done at WCC to achieve the above outcome(s)?

4. How many WCC students will be served? For how many semesters?

5. Will other populations be served and how many individuals will benefit? Please describe.

6. Describe the overall benefit to Washtenaw Community College:

7. Describe the overall benefit to the community at large (if applicable).

8. When is funding needed? [_____] If applicable, when will the project end? [_____]

                MM/DD/YYYY   **MM/DD/YYYY**

9. Estimate the total project cost (non-personnel):

- Equipment
- Supplies
- Travel

- Printing/duplication
- Assessment/evaluation
- Other (e.g. insurance, subscriptions, etc.)

Total Estiamted Project Cost $ [   ]

10. Estimate the total WCC Personnel time involved:

Percentage of project coodinator's/director's time spent on project (10, 25, 50) [   ]

Other personnel (e.g. security officers, Information Technology Services) and estimated number of hours they will need to commit:

Personnel #1 [ ]	Total hours spent on project	[ ]
Personnel #2 [ ]	Total hours spent on project	[ ]
Personnel #3 [ ]	Total hours spent on project	[ ]

APPROVAL BY DEPARTMENT CHAIR

◯ This proposal is consistent with Departmental policies, plans, and priorities and I support it.

◯ I approve this proposal for grant-seeking purposes with the following reservations:

[   ]

◯ I do not support this proposal for the following reason(s):

[   ]

Name [   ]   Title [   ]

Signature _____   Date _____

APPROVAL BY DEAN

Are current or future funds from your division or department committed to support this initiative? ◯ Yes   ◯ No

If yes, how much? $ [   ]

◯ I approve this proposal for grant-seeking purposes.

◯ I approve this proposal for grant-seeking purposes with the following reservations:

[   ]

◯ I do not support this proposal for the following reason(s):

[   ]

Name [   ]   Title [   ]

Signature _____   Date _____