



OFFICE OF RESOURCE DEVELOPMENT/GRANTS
GRANT ROUTING FORM

This form must be approved by your immediate supervisor and the President of your campus or Vice Chancellor of the division that will administer the grant, before submission to the funding agency. Once completed, submit this form along with the grant application to the Resource Development/Grants Office at least 5 (FIVE) working days prior to the application due date. Failure to submit an approved form with your application may result in the College not accepting the grant award.

Principal Investigator:	Co-Principal Investigator:
E-mail	E-mail
Contact No.	Contact No.
Title of the Project:	Application due date:
Campus Location of Grant:	Department Administering grant:
Funding Agency:	Funding Agency Type

BUDGET INFORMATION:

Grant Period: _____ to _____

Total Proposed Budget: _____ Indirect Costs or Administrative Costs Amount Included in Total Budget: _____

Matching Funds Required: _____ If yes, amount? _____ Type of Match Proposed _____

STAFFING INFORMATION: (Include the number of full/part time staff/faculty positions that will be created for this grant:

Full time Faculty:	Adjunct Faculty:	Full time Staff:	Part time Staff:
Stipends:	How many additional work spaces will be needed?	Offices:	Cubicles:

I approve the submission of this proposal in support of the mission of Houston Community College.

Print Name	Signature	Date
Project Director (PI)		
PI's Immediate Supervisor		
President/Vice Chancellor		

This form can be delivered, faxed, or e-mailed to the Resource Development/Grants Office:

Fax: 713-718-5221

E-mail: hcc.getfunded@hccs.edu

Location: System Office, 3rd Floor