

COEPS Mini-Grant Proposal Form

Directions: Please refer to Distance Education Fee Use Policies for requesting funds with this form. When complete, please forward to the Dean's office. Please note appropriate deadlines.

PART I: TO BE COMPLETED BY FACULTY/STAFF PERSON:

Name: _____ Email: _____

Department: _____

Description of request:

Justification for the use of distance education fee money (see policy guidelines and priorities):

How will you, your department, or COEPS benefit from funding this request:

What other sources of funding are available for this request or have you obtained or sought other resources? Please describe.

Have you ever received Distance Education Fee mini-grant funds before? If so, what were the results or outcomes?

How should the College assess your work after it is funded? How will we know the funds were put to good use?

What is the estimated cost of this request? _____

PART II: TO BE COMPLETED BY DEPARTMENT CHAIR/SUPERVISOR:

Your name: _____ Email: _____

Department: _____

Do you support this request? Why or why not?

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Any additional considerations regarding this request:

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PART III: DEFC RECOMMENDATION:

The committee recommends full approval (amount): Á

The committee recommends partial approval (amount): Á

The committee recommends denial (reasons):

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Notes/Comments from DEFC:

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PART IV: TO BE COMPLETED BY DEAN OR DESIGNEE:

Amount approved:

Date to begin:

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Notes: