**Perkins Proposal Tracking Grid for 2018/19 funding year**

***Entire packet must be submitted electronically to your Dean by 3/29/18***

***Check Appropriate Line: Dean Review \_\_\_\_ OR for Peer Review \_\_\_\_***

***Program/TOP Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**Updated 3/12/18 LJA**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Form/Item** | **Components** | **Received/ Acceptable**  |  **Correction Needed** | **DEANS:** **Application forms submitted to P*erkins Office by 4/9/18*** | 1. **Briefing Notes to prep for Deans’ Meeting**
2. **Peer Review Comments/Corrections Needed**
 |
| **Signature Page** | All forms (packet) must be submitted electronically to Dean…and then to Lisa Amos in the Perkins Office |  |  |  |  |
|  | Scanned signed version (with Dean’s signature) must be submitted with the rest of packet |  |  |  |  |
| **Core Indicators** | If core indicator numbers are below negotiated levels, they must be addressed in section IIA/IIIA  |  |  |  |  |
|  | Must be totaled and signed |  |  |  |  |
| **Section IIA/IIIA** | Must be in Word (original format) |  |  |  |  |
|  | Focus: 1. This is the problem (based on Core Indicator Reports or other data sources and 2. This is how we are going to address it. |  |  |  |  |
|  | Watch length –should not be too wordy! Must be under 2000 characters as per the form |  |  |  |  |
|  | Make sure budget requests are reflected here  |  |  |  |  |
| **Budget Detail** | Must be Excel (original format) |  |  |  |  |
|  | Must be ranked ACROSS the budget proposal, not within each category |  |  |  |  |
|  | Must be reflected in IIB |  |  |  |  |
|  | Must match item name on quotes |  |  |  |  |
|  | Must include tax! |  |  |  |  |
|  | All requests allowable under Perkins  |  |  |  |  |
|  | Break requests out by equipment (over $500/item along with related components), supplies (under $500/item), and software.  |  |  |  |  |
|  | If funding requests are to be shared across programs, list on only 1 program proposal and note it on the others |  |  |  |  |
|  | Pad equipment/supply/software requests a bit to account for possible price increases |  |  |  |  |
|  | Conference and Travel: Identify specific conferences planned and amount for each. Include dates if possible. |  |  |  |  |
|  | Student tutors must be broken down with **pay rate included** |  |  |  |  |
|  | No student food! |  |  |  |  |
|  | No “office” supplies (supplies are equipment under 500) |  |  |  |  |
| **Section IIB/IIIB** | Must be in word (original format) |  |  |  |  |
|  | Activities must link to budget |  |  |  |  |
|  | New programs must address #1-9 (leave #10 blank)  |  |  |  |  |
|  | Continuing programs can address #10 or choose to address #1-9…but don’t need to have activities in each area. Focus on items that you are requesting funds for. |  |  |  |  |
| **Quotes** | 1 Quote for Equipment – Can be 1 yr old- will be updated if approved. BUT, if request for funds is below what the actual price is when orders is placed, then there may be a problem  |  |  |  |  |
|  | Quotes NOT needed for low $$ items or for C&T. |  |  |  |  |
|  | Check $ amounts vs Budget Detail |  |  |  |  |
| **Advisory Minutes** | Must be this academic year’s meeting minutes |  |  |  |  |
|  | Must address/support Perkins funding requests |  |  |  |  |
|  | Can be draft |  |  |  |  |
|  | Language must match budget detail |  |  |  |  |

Additional comments:

Reviewer: ­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_