Perkins Proposal Tracking Grid for 20/21 funding year

Faculty submit application packet to their Dean by 5/8/20.
Deans submit applications to Carole Stevens by 5/13/20

Check Appropriate Line: Dean Review _____ OR for Peer Review Team _____

Program/TOP Code ___child_____

Updated 4/22/20 LJA

Form/Item	Components	Received/ Acceptable	Corrections Needed	DEANS check off Application forms submitted to Carole Stevens in the Perkins Office by 5/13/20	NOTES: A. Deans: for working with program prior to submitting to Carole Stevens B. Peer Review: Comments/ Corrections Needed
Signature Page	All forms (packet) to be submitted electronically to Dean…and then to Carole Stevens in the Perkins Office	X			
	Scanned signed version (with Dean's signature) to be submitted with the rest of packet				
Core Indicators	If core indicator numbers are below negotiated levels, they were addressed in your application form.	X			
	Core Indicator Report is totaled and signed by faculty member				
Application	Submitted in original format	X			
	Box 1: This is the problem (based on Core Indicator Reports or other data sources). If using other data sources, this information is included with application Box 2: This is how we are going to address it.				
	No more than 2500 CHARACTERS in length for Box 1 and Box 2. If longer it will be sent back for editing.				

	All budget requests are reflected in your narrative				
	Check all activity categories to be funded with Perkins funds for your program				

	For each activity you are requesting Perkins funds:
	  A. Identify name of activity
	  B. Select the activity category/categories that apply to this activity
	  C. Select student metrics that apply to this activity
	  D. Select the Permissive Use(s) that apply to the activity
	  E. Describe the activity and provide justification of need (Limited to 1000 characters)				

Budget Detail	Submitted in Excel (original format)	X			
	All requests are allowable under Perkins requirements (refer to details from Application Workshop 4/27/20 PowerPoint)				
	Funding requests are ranked ACROSS the budget proposal, not within each category				No needs to rerank has double ranking
	All funding requests are reflected in Application form				
	Funding requests for equipment, supplies and software include current vendor quotes. Quotes include tax and shipping. Tax included even if vendor doesn't as college always pays the tax.				
	Funding requests for purchases are broken out by out by: 4000s: supplies (under $500/item) 6000s: equipment (over $500/item along with related components)				
	Funding requests for 4000s, 6000s, and marketing (5000s) are padded a bit to account for possible price increases				

	Funding requests for Conference and Travel includes: specific conferences planned and amount for each. Include dates and location if available, if not, include month. Note: Travel with Perkins funds not allowed to the following states: Alabama, Iowa, Kansas, Kentucky, Mississippi, North Carolina, Oklahoma, South Carolina, South Dakota, Tennessee, and Texas				
	Funding for student tutors includes hourly rate, hours per week, and number of weeks planned.				
	If funding requests are to be shared across programs, proposed item is listed on only 1 application and noted on the other applications				
Advisory Minutes	Meeting minutes are from the 2019/20 year	✗			
	Meeting minutes address funding requests and language matches budget. Please highlight or bold funding requests	✗			

Additional comments:

Dean signature (for initial program application): _____*Jennifer Galbraith*_____

Peer Reviewer signature (for Peer Review): _____