Please use this form to guide you in developing your program proposals. Resources allocated to proposals will be contingent upon availability.

I.  BRIEF PROGRAM TITLE:

II. PROGRAM DESCRIPTION OR ABSTRACT (Please include goals, objectives, benefit and rationale of program)

III. EVIDENCE OF NEED OR DEMAND FOR PROGRAM (Please include information on competing programs.)

IV. INTENDED AUDIENCE (Please describe the audience(s) who would be most interested in this program.)

V. WILL THIS PROGRAM RESULT IN AWARDING CEU’S OR A CERTIFICATE? (Please explain.)

VI. FORMAT (i.e. half-day program, conference, short course, etc.)

VII. DELIVERY METHOD:   ___ in person      ____ web-based    ____ VTEL _____ Other

VIII. SUPPORT REQUIRED: Check all that apply and provide estimated dollar amounts. Please attach a budget narrative explaining projected expenses.

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<th>ITEM</th>
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<tr>
<td>Development Personnel</td>
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<td>Facilities/Lab</td>
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<td>CCS Adm. Support</td>
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<td>Market Research</td>
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<td>Materials</td>
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<td>Technology/New Media</td>
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<td>Equipment</td>
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IX. WHAT SUPPORT CAN/WILL YOUR UNIT PROVIDE?

– Over –
X. WILL THIS GRANT BE USED AS MATCHING FUNDS FOR ANOTHER GRANT AWARD? IF YES, PLEASE EXPLAIN.

XI. WILL THIS GRANT HELP IMPLEMENT AN OUTREACH INITIATIVE ASSOCIATED WITH ANOTHER GRANT AWARD? IF YES, PLEASE EXPLAIN.

XII. PROPOSED TIMELINE FOR PROGRAM DEVELOPMENT AND IMPLEMENTATION:

XIII. ADDITIONAL INFORMATION:

XIV. CONTACT INFORMATION:

NAME: ________________________________________________ RANK: _____________________

DEPARTMENT/SCHOOL: __________________________________________ CAMPUS: ________________

E-MAIL: __________________________________ PHONE: ______________________________________

CURRENT GRANT AWARDS AND RESEARCH INITIATIVES__________________________________________

Chair/Director Approval: ______________________________________________________________________

This signature indicates my initial support of this program proposal.

When complete please return to:

College of Continuing Studies
204 Michael Schwartz Center