



## 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

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### 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

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### 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:

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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

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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](mailto:hcc.getfunded@hccs.edu)

Location: System Office, 3rd Floor