SUFFOLK COUNTY COMMUNITY COLLEGE
GRANT / CONTRACT SUBMISSION FORM

TYPE: ☐ **PROPOSAL** ☐ **GRANT AWARD** ☐ **SUB-AWARD** ☐ **LETTER OF INTENT TO SUBMIT**

LOCATION: (all that apply) ☐ **AMMERMAN** ☐ **GRANT** ☐ **EASTERN** ☐ **CENTRAL** ☐ **CTC** ☐ **OCE** ☐ **SCCF** ☐ **SCCA** ☐ **CSJHU** ☐ **OTHER** _____

PROJECT TITLE: _____

FUNDING SOURCE: _____ **DUE DATE:** _____

TOTAL REQUEST: _____ **TOTAL PROJECT COST:** _____ **INDIRECT:** _____

CASH MATCH: _____ **MATCH BUDGET(S):** _____ **IN-KIND:** _____

PROJECT PERIOD: _____

GRANT-FUNDED POSITIONS (FT, FT reassigned %, FT overload or PT adjunct salary paid by grant)**:**

_____

☐ **I HAVE ATTACHED A COPY OF THE FUNDING AGENCY'S GUIDELINES (i.e., RFA or RFP)**
☐ **I HAVE ATTACHED A COPY OF THE PROPOSAL AND/OR THE AWARD LETTER**
☐ **I HAVE ATTACHED A COPY OF THE PROJECT BUDGET**
☐ **I HAVE INDICATED STRATEGIC GOALS/OBJECTIVES ADDRESSED BY THIS PROJECT (page 2)**
☐ **I HAVE PROVIDED A WRITTEN ABSTRACT OR PROJECT SUMMARY (page 3)**
☐ **I PLAN TO PURCHASE I.T. EQUIPMENT (If so, your Campus' ETU must approve project−see #3 below)**
☐ **FINANCIAL CONFLICT OF INTEREST TRAINING AND DISCLOSURE ATTACHED**
☐ **NSF SAFE AND INCLUSIVE OFF-CAMPUS WORKING ENVIRONMENT PLAN ATTACHED**

SIGNATURES (Project Director secures 1-3, then submits to Office of Grants Development)**:**

1. **Academic Chair/Supervisor** _____ **Date** _____
2. **Campus Dean/AVP/Exec. Director** _____ **Date** _____
3. **Campus ETU (if applicable)** _____ **Date** _____
4. **Office of Grants Development** _____ **Date** _____
5. **Area Vice President** _____ **Date** _____
6. **VP Institutional Advancement** _____ **Date** _____
7. **VP−Business/Financial Services** _____ **Date** _____
8. **Legal Affairs** _____ **Date** _____

Proposer's Name	**Proposer's Title (Print)**	**Proposer's Signature**
Proposer's Dept./Division/Office	**Proposer's Phone #**	**Date signed**

Authorization to Submit: _____ **Date:** _____
President

SCCC STRATEGIC PLAN − INSTITUTIONAL GOALS AND OBJECTIVES (draft)

Check all of the institutional objectives that apply to the grant/contract proposal or award you are submitting:

Goal 1. Open Access: To ensure the college is ready to meet the needs of all students, regardless of background or previous education.

- ☐ Strengthen proactive outreach and recruitment to secondary schools.
- ☐ Create and implement strategy for recruiting and enrolling adult students.
- ☐ Partner with employers to recruit in-service workers for further education.
- ☐ Recognize and address student basic needs in order to optimize access and enrollment.

Goal 2. Student Learning: To offer the highest quality academic programs that support student attainment of their educational and professional goals.

- ☐ Integrate comprehensive student enrollment, equity, learning outcomes, and success data into academic planning and assessment.
- ☐ Create student pathways that facilitate student retention, progression, and completion.
- ☐ Instill research-based best practices within all instructional modalities.
- ☐ Link instruction to scaled academic support services in significant areas of student challenge.
- ☐ Ensure career programs reflect employer-identified outcomes and incorporate current industry practice (e.g., internships, professional certifications, licensure).

Goal 3. Student Engagement and Success: To provide a full range of support services promoting student engagement, development, and success.

- ☐ Implement a college-wide onboarding process that optimizes enrollment and retention.
- ☐ Create and implement consistent expectations and anticipated outcomes for one-stop student services.
- ☐ Standardize and improve systems that facilitate student retention (e.g., consistency of advising; early alert notifications; digital "companion" for students; student notifications).

Goal 4. Equity and Social Justice: To create a welcoming culture in which every community member understands that they belong, and to eliminate disparities in student access and achievement.

- ☐ Establish baseline measures and equity goals for student access, services, and academic achievement and implement strategies to eliminate disparities.
- ☐ Ensure best practices in the recruitment, hiring, and retention of college employees to advance diversity, equity, and inclusion, and to better reflect the demographics of the community.
- ☐ Through systemic and intentional professional and student development, foster a unified college culture of inclusion, belonging, and equity.

Goal 5. Effectiveness and Sustainability: To add value to all students' education through innovative and conscientious improvement of institutional operations and services.

- ☐ Amplify organizational and professional development opportunities that support student success and continuous institutional improvement.
- ☐ Integrate student outcomes data as a tool for supporting resource allocation.
- ☐ Enhance fiscal sustainability through ongoing collegewide cost analysis.

Goal 6. Community Partnerships: To advance the equitable development of our region's economy, workforce, and communities.

- ☐ Partner with social services organizations to identify and meet the needs of underserved communities and populations.
- ☐ Advocate with all community stakeholders to increase public visibility of the college, enhance public perception, and recruit investment.
- ☐ Partner with industry stakeholders to meet regional workforce and economic development needs.

INFORMATION REQUIRED FOR BOARD & COUNTY RESOLUTIONS:

Total Requested (or Received) from Funder: _____

Funding Source/Agency:

Full Project Name:

Project Period:

Project Director (PD/PI):

Indirect Cost:

Cash Match:

In-kind Contributions ($ or list):

Total Project Budget:

List of Grant-funded Positions:

Campus/Location:

Number of Students to be Served:

Type of Students to be Served:

Abstract or Project Summary (Limit to space provided below)