SUFFOLK COUNTY COMMUNITY COLLEGE
GRANT / CONTRACT SUBMISSION FORM

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

LOCATION: ☐ **AMMERMAN** ☐ **GRANT** ☐ **EASTERN** ☐ **CENTRAL** ☐ **CTC** ☐ **OCE**
(all that apply) ☐ **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 CONSULTED IT/ETU RE SOFTWARE/HARDWARE THEY INSTALL/MAINTAIN** (signature 3)
☐ **I HAVE INDICATED STRATEGIC GOALS/OBJECTIVES ADDRESSED BY THIS PROJECT** (page 2)
☐ **I HAVE PROVIDED A WRITTEN ABSTRACT OR PROJECT SUMMARY** (page 3)
☐ **FINANCIAL CONFLICT OF INTEREST TRAINING & DISCLOSURE ATTACHED** (if applicable Federal)
☐ **NSF SAFE & INCLUSIVE OFF-CAMPUS WORKING ENVIRON PLAN ATTACHED** (if applicable NSF)

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. **IT/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

SCCCGrantSubmissionForm2025

SCCC STRATEGIC PLAN − INSTITUTIONAL GOALS AND OBJECTIVES (draft)

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

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)

**   Information Technology Services (ITS) **must** be consulted to understand the project outline and scope. ITS will need to assess the project for feasibility of implementation. If the product (hardware or software) is not known at the time, ITS can only approve in principle pending the successful approval of both, technical and accessibility, reviews. If the product is known at the time, the reviews should start at that time. However, ITS will need to be engaged once again upon award to verify that the product has not changed (i.e. new product updates that may be no longer compliant).

Requirements at the time of award: No purchasing of product will take place until the technical and accessibility reviews have passed. If the project scope changes upon award (i.e. new available product feature or the product has been sold to a different company), all prior approvals will be voided, and new technical and accessibility reviews must be requested.