

Scoping Meeting Form

(This form to be used to organize grant development)

Name of Grant Writer:
Date of Initial Scoping Meeting:
Dates of Follow- Up Scoping Meetings:

Grant Requestor (TTT Department):
Person Responsible for Grant:

Type of Grant: (<i>check one</i>) <input type="checkbox"/> New <input type="checkbox"/> Cooperative Agreement <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction	<input type="checkbox"/> Continuation <i>(Indicate previous grant name, person responsible, and project period here)</i>
Application Deadline:	

Action	Person Responsible Name and Department	Date of Completion
Complete pre-approval form		
Pre-application (<i>if required by grant application</i>)		
Needs Assessment		
Abstract		
Narrative		
1. Project Description		
2. Results or Benefits Expected		
3. Approach		
4. Evaluation		
5. Additional Information Staff and Position Data – Job Descriptions or biographical sketch		
Budget Meeting (<i>A budget meeting will be held between grant writer, grant requestor, person responsible for grant implementation, and financial accountant coordinator/finance department</i>)		
Letters of Support		
Cooperative Agreements (MOA's, MOU's)		
Certifications and Assurances		
Assurances – Non-Construction		
Assurances – Construction		
Certification – Debarment and Suspension		
Certification – Drug-Free Workplace		
Certification – Lobbying		
Certification – Program Fraud Civil Remedies		
Certification – Environmental Tobacco Smoke		
Disclosure of Lobbying		
SF- 424		
Complete final approval form		
Obtain all required signatures		
Submit application		