

**Template for Proposals for Federal COVID Relief Funding, March 2021**

**Section I: Proposal name, contact information and required approvals.**

Title / name of proposal:	
Contact person name and title:	
Email address:	
Phone number:	

Signature approvals	Name	Signature	Date
Chairperson or director:			
Dean or AVP:			
Division Officer (Provost or VP):			

**Section II: Description of the proposal.**

Please summarize the proposal and describe how it will help mitigate risks associated with the COVID-19 pandemic.

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**Section III: Shared governance and stakeholder engagement**

Was the proposal developed collaboratively and with input from all stakeholders? Please describe the process used to develop your proposal.

**Section IV: Return on Investment**

Describe how the proposal is consistent with the University's [Plan for Strategic Actions](#).

**Section V: Proposed funding amount requested** (NOTE: Available funds are one-time grant dollars. Consequently, proposals requiring multi-year funding will require additional consideration.)

Single year funding request:	\$		
Multi-year funding request (if applicable):	\$	No. of years:	

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**Section VI: Space utilization and/or modification**

If applicable, describe any special and/or additional space requirements needed to pursue your proposal. (NOTE: The University's construction schedule has been programmed for 2021; proposals requiring major renovations may not be feasible at this time.)

**Section VII: Personnel costs / additions**

If applicable, explain any additional costs associated with the need to add staffing and/or faculty resources required to pursue your proposal.