



Central Ohio Technical College
Carl Perkins V
Program Support Proposal
Grant Period July 1, 2020 – June 30, 2021
(FY21)

Individual(s) developing the proposal:

Name of program, project or activity:

Approvals/Sign off:

1st Level (Faculty Applicant)

2nd Level (Program Director)

3rd Level (Dean)

Each submission must include all required signatures

Notice to Departments Using Perkins to Fund Staffing Positions

Due to ongoing audit and compliance concerns, COTC President's Cabinet has approved a policy regarding how long employees can be funded on Carl D. Perkins Grant Funds. The new policy, effective immediately, prohibits funding any employee on Perkins funds for more than three years. In addition, it is also not allowable to switch an

employee in the same department on to Perkins funds who has not been previously funded. If you are seeking funding for a full or part-time employee (full or partial funding) you **must** provide a plan in your application as to how you will phase the position off of Perkins funding within three years of the first award. This new policy affects all areas of the college. Current positions who have been funded for over three years on Perkins funding (full or partial funding) need to have their supervisor formulate a plan to remove that employee from Perkins funding as soon as possible. Applications without this required information will not be reviewed for funding.

Decide on measurable, quantifiable, significant achievements that you expect the proposal to achieve, or complete a program needs assessment. You may include letters of support from industry or collaborating local school district personnel.

When possible, conceptualize those achievements as to how they support or contribute to the outcomes you describe in your Evaluation Criteria section; provide examples of possible outcomes, i.e., special population access, competency/skill achievement, retention (completion) and/or placement.

Carl Perkins funding is a federally funded grant. All regulations regarding grant activities, including but not limited to equipment purchases, program development and salaries must meet and follow all statutory guidelines. All application submissions must include answering the Principal Investigator's Assurance Statement.

Approximate timeline for funding:

- October 15 – applications available online
- December 18 – all applications due
- May 15 – funding allocations determined
- June – documents for indexes sent to departments
- July 1 – ALL PAFs for employees due
- December 31– all money for equipment must be encumbered or spent by this date

- January 2 – money not encumbered/spent to be reallocated to other Perkins requests
- June 30– last date for equipment to be received, installed AND in use in the classroom setting.

Please note that any piece of equipment that is over \$5,000 must have state approval before any purchases can be made. Any equipment purchases that have ‘terms and conditions’ MUST be approved through Purchasing prior to purchase. By federal regulations, all equipment must be received, installed and in use prior to the end of the fiscal year. The only items that can be purchased with Perkins grant funding are those that are included in the application.

Principal Investigator’s Assurance Statement

1. Does the principal investigator have a significant financial or other interest related to the project that could influence his/her College responsibilities?

Yes	No
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2. If yes, have these interests been reported according to College policies and procedures?

Yes	No
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3. Will any College employee, project personnel develop or help develop intellectual property?

Yes

No

4. Will the project involve research on human subjects?

Yes

No

Federal Research and Regulatory Compliance: Will any part of the project involve:

1. Biohazards, select agents, infectious agents and/or recombinant DNA?

Yes

No

2. The use, creation or disposal of chemicals, hazardous substances, toxic substances and/or biological agents?

Yes

No

3. The use of, development and/or disposal of any radioactive material?

Yes

No

4. Work outside of the United States? Explain below:

Yes

No

5. Non-U.S. citizens/permanent residents? Explain below:

Yes

No

6. Foreign travel by any personnel? Explain below:

Yes

No

By my signature as Project Director/Principal Investigator below, I certify:

- a. That I have read the solicitation thoroughly and agree to accept responsibility for the conduct of the project and to provide the required reports if the grant is awarded;
- b. That I will adhere to all federal, sponsor, and Institutional Review Board regulations, including the OMB Circulars, and all college policies and procedures applicable to the project if the grant is awarded;
- c. That I am not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in governmental grant activities by any governmental agency;
- d. That false, fictitious or fraudulent statements or claims may subject me to criminal, civil or administrative penalties; and
- e. That the information provided on this form is true, complete and accurate to the best of my knowledge.

Principal Investigator

Date

By signing and submitting this application, you acknowledge that you are aware of the regulations required.

Please email this completed proposal form once it has all signatures to Walker.1167@mail.cotc.com. Please make sure to CC your Dean and/or Program Director. For questions, please contact Sandy Walker at 740-366-9285.

1. Please provide a general NARRATIVE of the overall grant proposal:

2. Describe the specific GOALS and OBJECTIVES you hope to achieve with the proposal.

3. Describe how OUTCOMES will be measured and the EVALUATION CRITERIA you will use to demonstrate your success:

4. How does this project align with the COTC Institutional Strategic Plan?

5. How does this project develop and/or improve CTE course(s), program(s), program(s) of study and/or outcomes for students in CTE programs?

Carl Perkins Budget Development and Justification Worksheet

Budget Category/Items	Amount	Purpose	Directions and Notes
Personnel			Breakdown by Position
Salaries			Faculty activities are considered within normal faculty responsibilities
1.			
2.			
3.			
Hourly Wages			No faculty, staff or administration positions are funded by this proposal.
1.			
2.			
3.			
Subtotal			
Benefits			
Salaried Benefits			Refers to salaried employees
1.			
2.			
3.			
Other Benefits			Refers to hourly employees
1.			
2.			
3.			
Subtotal			
Contractual Services			Include all non-payroll action from personnel. Include honorariums as part of "Other"
1.			
2.			
3.			
4.			
5.			
Subtotal			
Travel In-State			Breakdown by position, destination and purpose.
1.			
2.			
3.			
Subtotal			
Travel Out of State			Breakdown by position, destination and purpose.
1.			
2.			
3.			
Subtotal			

Budget Category/Items	Quantity	Cost	Amount	Purpose	Directions and Notes
Supplies					Breakdown by item. Break out supplies by major category, e.g., office, instructional, curriculum development.
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
		Subtotal			
Equipment					Single items over \$5,000 (Federal definition of equipment). Only items over \$5,000 go into this budget category. For any item less than \$5,000 list it in Supplies or Other.
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
		Subtotal			
Other					This includes telephone, postage & mailing, internal service fees, stipends, honorariums, printing, etc. Please list specific costs.
1.					
2.					
3.					
4.					
		Subtotal			
		Total			

ADDITIONAL INFORMATION SECTION:

Please provide the specific information for any piece(s) of equipment that need to be purchased. These are all items over \$5,000. If approved, this is the information that will be submitted to the state and the federal government. You may not be able to change the request once approved.

If you are requesting funding for wages/salaries/benefits, you must provide how you plan to reduce the Perkins funding by 33% each year per position.