



APPROVING ITEMS IN SERVICE NOW FOR RESOURCE DEVELOPMENT AND ADMINISTRATION

Open Service Now: <https://lonestar.service-now.com>

Instructions:

1. Sign in with the user name and password that you use to sign on to your LSC computer.
2. Select My Approvals from the buttons in the left column.
3. Click the number of the item to be approved. It is in the **Approving** column. You may have to scroll to the right.
4. Review the form.
5. Check the box next to the item you wish to approve or reject.
6. Select the action you wish to take (approve or reject)

The item will disappear from your queue after you have approved or rejected it.

If you reject an item, please enter a comment stating why it was rejected. This will help the issue to be addressed.

Additional Information

All fields that were present in the paper Notice of Interest and the paper Cost Share Form are present in the electronic version. You can see a side-by-side version of the old and new documents on the following pages of this document.

Thank you for your assistance!

Side by Side of Notice of Interest Approval Screen and Paper Notice of Interest Form

Research ✓ Development **Did Not Pursue** Submitted to Funder Not Awarded Awarded Grant Ended

Number: GRA0001032 * Initial Grant Type: Pursuing Grant

* Requested by: Rand Key Stage: Development

* Requester's Title: ss State: Proposal Development

Program Manager: [Redacted] **1** Funding Agency: Houston-Galveston Area Council

System Office: [Redacted] * Assignment group: LSC - RDA - Development

College: CyFair Campus Assigned to: Laura Wittel

LSC Foundation: \

3 * Grant Title: Sample Grant

10 * Description: A description of grant will go here. A check in the Match (cost share) or Partners boxes below indicate that Match (cost share) is required or that Partners are required. Your approval is permission for RDA to work with your faculty and staff to develop a proposal.
Characters left: 3731

Maximum Request Known?

5 * Maximum Request Allowed: \$ 500,000.00

7 Pre-Appl Due to Funder:

9 LSC Internal Review Due Date: 12-06-2016

11 Match Required:

* % or \$ Required: Details appear here if match is required

Partners Required:

2 Type of Funder: Other

4 CFDA No: [Redacted]

6 Project Duration: Up to 12 months

8 Funder Due Date: 12-20-2016

NOTICE OF INTEREST (NOI)

RESOURCE DEVELOPMENT AND ADMINISTRATION (RDA) OFFICE

INSTRUCTIONS
Complete sections I, II, and III in as much detail as possible. Signatures indicate that the president or vice chancellor approves further assessment of the opportunity by RDA.

I. OPPORTUNITY INFORMATION

1 Funding Agency	Houston-Galveston Area Council	2 Type of Funder	Other
3 Grant Title	Sample Grant	4 CFDA No.	
5 Max. Request Allowed	\$500,000	6 Project Duration	Up to 12 months
7 Pre-Appl Due to Funder	No	8 Submission Date	12/20/2016
9 LSC Internal Review Due Date	12/06/2016		

II. INTENT OF FUNDING (Include sketch of concept if available).
A description of grant will go here....
10

III. COLLEGE COMMITMENTS AND MATCH
CyFair Campus: 25% of Dean of Instruction Salary (\$20,000) **11**

Match Required? YES No

IV. *SIGNATURE BLOCK

President	Date
VP/Dean	Date
Project Manager	Date
Submitted By:	Date:

*Form can be expanded to add signature lines as needed.

Side by Side of Cost Share Approval Screen and Paper Cost Share Form

Research ✓ | **Development** | Did Not Pursue | Submitted to Funder | Not Awarded | Awarded | Grant Ended

Number: GRA0001032 * Initial Grant Type: Pursuing Grant

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* Grant Title: Sample Grant

* Description: A description of grant will go here. A check in the Match (cost share) or Partners boxes below indicate that Match (cost share) is required or that Partners are required. Your approval is permission for RDA to work with your faculty and staff to develop a proposal.

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COST SHARING CONTRIBUTION COMMITMENT FORM

1 Funder: Houston-Galveston Area Council
 2 Grant: Sample Grant
 3 College(s)/Locations: CyFair Campus
 4 Department:

If this proposal is funded, Lone Star College System agrees to provide the following support for this project for one year.

Contribution Type	Source	Total Match
1. 25% of Dean of Instruction Salary	1. Campus Operating Budget 2.	\$20,000
6 Total Cost Share/ Match Commitment		\$20,000

Signatures of Authorized Representatives making the cost sharing/match commitment:

By: _____ Date _____
 Name, President

By: _____ Date _____
 Budget Authority

By: _____ Date _____
 Name, Program Director

LSC Grant Contributions

Contribution Type	Source	Source College	Source System Office	Department	Total Match
25% of Dean of Instruction Salary	Campus Operating Budget	Cy Fair Campus			20,000
+ Insert a new row...					

6 Total Cost Share \$ 20,000.00