

Grant Development Support from the Office of Information Technology

Successful grant-makers at Montgomery College rely on many resources throughout the grant development process. One resource is the Office of Information Technology (OIT). If your grant proposal requires OIT resources and/or OIT staff support, you need to complete and submit a copy of the **OIT Grant Development Support Checklist** a *minimum of two (2) weeks prior to submitting your proposal to the Grants Office*. Highlighted text in the Checklist provides links to OIT resources and staff.

Please forward a completed copy of the Checklist with a copy of the grant proposal to Carl Whitman, VP of Instructional and Information Technology/CIO (carl.whitman@montgomerycollege.edu). He will assist in identifying OIT support/estimated costs associated with the grant proposal.

OIT GRANT DEVELOPMENT SUPPORT CHECKLIST		
Use of IT resources used at and/or supported by MC must adhere to the Acceptable Use Policy and IT Standards and Guidelines .		
Name:	Phone:	Email:
Name of Grant:		
Please identify the technology and/or services required by the grant:		
Infrastructure	YES	NO
➤ Access to the internet?		
➤ Access to applications on the College network? (<i>Banner? Accuplacer? Other?</i>) <i>If yes - identify the applications:</i>		
➤ Wireless technology ?		
Information Technology Resources	YES	NO
➤ A computer ? <i>If yes - identify your requirements:</i> <input type="radio"/> PC <input type="radio"/> Mac <input type="radio"/> desktop <input type="radio"/> mobile		
➤ Software in addition to the standard software provided by the College ? <i>If yes – describe:</i>		
➤ Print capability?		
➤ Copy capability?		
➤ Voice services hardware? (<i>Telephone, handheld devices?</i>) <i>If yes – describe:</i>		
➤ Audiovisual equipment ? <i>If yes – describe:</i>		
Staff Resources	YES	NO
➤ Audiovisual services ? <i>If yes – describe:</i>		

➤ Web support ? <i>If yes – describe:</i>		
➤ IT Service Desk support ? <i>If yes – describe:</i>		
Facility Requirements	YES	NO
➤ Space required? <i>If yes – identify the location(s):</i>		
➤ New and/or additional space required? <i>If yes – describe:</i>		
Funding Requirements	YES	NO
➤ Are grant funds available to cover the OIT costs? <i>If yes – what amount?</i>		

(02-10-15)