

UNDERSTANDING THE PERKINS PROCESS

1.) Download Request Form

- Request forms for the upcoming grant cycle are available online **by December 1.**

2.) Get Required Approvals

- All **equipment requests** require prior approval from IT. All **personnel requests** require prior approval from Executive Council and the Business Office. Requests submitted without approvals **will be returned.**

3.) Meet with Projects & Grants Manager

- Applicants schedule a **meeting with the Projects and Grants Manager** to review the completed request form, project outcomes, approvals, and budget.

3.) Submit Request Form

- Round 1 scoring deadline is **February 27.** Additional requests are accepted year-round and will be reviewed if funding is available.

4.) Applications Scored & Ranked

- The Perkins Committee meets in **late March** to rank and select projects to recommend to the Office of the Commissioner of Higher Education (OCHE).

5.) Executive Council Review

- Scoring results are summarized and shared with Executive Council as an informational item.

6.) Perkins Local Grant Application Submitted

- Selected projects are included in the Perkins Local Grant application and submitted to OCHE for review and approval. The application is typically due by the **end of May.**

7.) Award Notification from OCHE

- Official award notification received from OCHE by **July 1.**

8.) Applicant Notification

- Applicants are notified of OCHE's funding decision and next steps via email by **July 8.** Project implementation and purchasing can begin. **Equipment purchases** should be completed as early as possible.