

## **Checklist for completion of a NATIONAL LETTER OF INTENT & OFFER OF GRANT-IN-AID**

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- Coach Submits request for National Letter of Intent (NLI) and Offer of Grant-in-Aid (GIA) to Bridget Brugger McSorley in the Compliance Office.
- Compliance Office confirms registration with NCAA Eligibility Center.
- Compliance Office completes NLI/GIA
- Compliance Office initials and returns to Head Coach.
- Head Coach reviews material for accuracy and signs **BOTH** GIAs.
- Head Coach forwards to Business Office, Gary Steck (Lisa Rudd can also sign) for approval.
- Gary initials and forwards to Sport Administrator for approval.
- Sport Administrator initials and forwards to Director of Athletics, Jim Weaver, or Senior Associate Director of Athletics/SWA, Sharon McCloskey, for their signature.
- Jim/Sharon forwards NLI/GIA to Bridget
- Compliance Office takes to University Scholarships and Financial Aid for the Counseling Coordinator for Athletics to sign.
- Compliance Office returns NLI/GIA to Head Coach.
- Head Coach sends out packet including National Letter of Intent (NLI) and Offer of Grant-in-Aid to prospect.
- Prospect signs both, keeps one and returns the other to Head Coach.
- Head Coach makes copies for their files and submits original of signed National Letter of Intent (NLI) and original of signed Offer of Grant-in-Aid to Bridget.
- Upon receipt:
  1. Original of NLI and a copy of the GIA are forwarded to the ACC office (if no NLI, no copies of GIA are sent to the ACC office).
  2. One copy of the NLI and a copy of the GIA are kept for the Student-Athlete File.
  3. Original GIA goes to University Scholarships and Financial Aid.
- Sport Secretary then types the Athletic Scholarship Authorization (ASA) for signee and sends through for processing.

***Signing is now official!!!***