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

☐ 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!!!