

GRANTS & PROPOSALS ROUTING FORM

Prior to routing the final proposal to the Office of Sponsored Programs, please obtain applicable signatures from immediate supervisors. Also, include the RFP or invitation to apply with the proposal.

All proposals for external grants and contracts must have the appropriate signatures as indicated below, preferably four weeks prior to the deadline for submission. The President is the last person to sign the Routing Form which gives the Office of Sponsored Programs approval to submit the proposal to the funding agency.

Assistance with proposal development is available through the Office of Sponsored Programs. Submit an *Intent to Apply Form* to the Office of Sponsored Programs **at least three months prior to the funding deadline, time permitting**, to allow sufficient time to prepare the final proposal for routing to the President.

Funding Agency: _____

☐ State ☐ Federal ☐ Foundation ☐ Corporation Other: _____

Submission Date: _____ **Method:** ☐ Electronic ☐ Mail Other: _____

Type: ☐ New ☐ Continuing ☐ Sub grant ☐ Supplement Other: _____

Project Title: _____

Project Purpose: _____

Amount Requested \$ _____ **Notification Date (Approximate):** _____

Project Timeline: Start _____ Finish _____ **Department/Area** _____

<u>Approvals</u>	<u>Signature</u>	<u>Date</u>
Faculty/Principal Investigator	_____	_____
Unit Head Division Chair Signature	_____	_____
Dean	_____	_____
Provost	_____	_____
Director of Sponsored Programs	_____	_____
Vice President, Institutional Advancement	_____	_____
Vice President, Administration and Finance	_____	_____
President	_____	_____

OFFICE OF SPONSORED PROGRAMS USE									
NOTIFICATIONS	<input type="checkbox"/> Awarded Report Due Report Due Report Due Report Due	Date	Submitted Submitted Submitted Submitted	Date	Quarter	Interim	Final	Other	
	<input type="checkbox"/> Denied		Comments:						