ACADEMIC GRANT PROPOSAL APPROVAL ROUTING FORM

All proposals for external funding for grant and research contract projects from federal, state, and private funds must be approved before the proposal can be submitted. The proposal initiator should submit a complete proposal package, inclusive of complete and signed proposal form, RFP, SOW, budget, budget justification, commitment letter(s) for cost share, in-kind when applicable and any other documents required under the RFP.

Complete proposals that are not submitted to Academic Affairs at least three working days before the mailing or submission deadline will not be guaranteed. Academic Affairs will confirm the status of the proposal once reviewed. Submission of approved proposal will be the proposal initiator's responsibility.

Proposal Initiator _____

Department_____

To be submitted to _____ Deadline Date _____
(Funding source)

Do the funds for the project originate at the federal level? Yes ☐ No ☐

If Yes, Agency _____ CFDA # _____

Title of Project _____

Total External Funds Requested $_____ Start Date _____ End Date _____

Amount of Facilities & Administrative Cost (Indirect) Funds Included $_____ Percentage _____ %

Amount of University Funds Requested $_____ From What Budget? _____

Amount of University In-Kind Contribution $_____

Proposal Initiator _____ Date _____

Chairperson _____ Date _____

Dean _____ Date _____

PLEASE RETURN TO ACADEMIC AFFAIRS

Cindy Johnson
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Executive Director of Academic Affairs Support _____ Date: _____