

NON-ACADEMIC PROPOSAL APPROVAL ROUTING FORM

All proposals for external funding for research grant and contract projects from federal, state, and private funds must be approved before the proposal can be submitted. The proposal initiator should complete the information on the form, attach the original proposal, gain the signatures of the Chairperson and Dean, and submit to the Graduate and Continuing Studies Office. **Approval of proposals that are not submitted to the Graduate and Continuing Studies Office at least two working days before the mailing or submission deadline is not guaranteed.** The signatures below indicate that the proposal initiator for mailing or submission.

Proposal Initiator: _____

Department: _____

To be submitted to: _____ (Funding source) Deadline date: _____

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

If Yes, Agency: _____ CFDA #: _____

Title of Project: _____

Total External Funds Requested: \$ _____

Amount of Overhead/Indirect Cost Funds Included: \$ _____

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

Amount of University In-Kind Contribution: \$ _____

Director/Coordinator: _____ Date: _____

Chairperson: _____ Date: _____

Dean: _____ Date: _____

PLEASE RETURN TO GRADUATE AND CONTINUING STUDIES

Dean of Graduate and Continuing Studies: _____ Date: _____

Note: Mailing of approved proposal will be the proposal initiator's responsibility.