

# 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: \_\_\_\_\_

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**PLEASE RETURN TO GRADUATE AND CONTINUING STUDIES**

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Dean of Graduate and Continuing Studies: \_\_\_\_\_      Date: \_\_\_\_\_

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