Delgado GRANT & PROPOSAL ROUTING FORM

INTERNAL DOCUMENT

If assistance is needed to develop a proposal, a Project Executive Summary should be provided to the Office of Grant Development at least three months prior to the funding deadline to begin the research.

All proposals for external grants and contracts must have the appropriate signatures as indicated below at least three weeks prior to the deadline for submission to the funding agency. *The Chancellor will sign only after all appropriate persons have signed.*

Please complete and return to the Office of Grant Development a copy of the RFP, a draft of the proposal, and a preliminary budget.

Funding Agency:			
Project Title:			
Project Purpose:			
Total Budget Request: \$			
Project Timeline:	Start Date	End Date	
Award Notification Date			
Faculty/Principal Investigator Name and Signature		Date	
Unit Head/ Division Chair Signature		Date	
Dean (as applicable)		Date	
Vice Chancellor (your division)		Date	
Director of Restricted Funds		Date	
Director of Grant Development		Date	
Chief Strategic Initiatives Officer		Date	
Chancellor		Date	

GRANTS OFFICE USE ONLY:

Award Date	Program Reporting Date(s)
	Financial Reporting Date(s)
Denied Date	Evaluation Received:

Form 6310/001 (5/23)