



**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 (Approximate): \_\_\_\_\_

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 \_\_\_\_\_

Vice Chancellor for Academic & Student Affairs \_\_\_\_\_ Date \_\_\_\_\_

Chancellor \_\_\_\_\_ Date \_\_\_\_\_

**GRANTS OFFICE USE ONLY:**

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