

## Procedures for Submitting all other Grants (federal, state, local, et al.)

Routing -- All Grant proposals (other than ones submitted from the Foundation) must be routed through the University as follows:

- PI (Principal Investigator) fills out an ["Intent to Submit" form](#) 5 weeks prior to the submission deadline. This form needs to be signed by the PI, the Department Chair, the Dean, and initialed by the Grant Facilitator. It is then submitted to the Office of Research and Grants (OR&G).
- PI and co-PIs (if applicable) prepare and sign ["External Grant Proposal Routing Form"](#), and attach the following:
  - Abstract
  - Budget
  - Budget Justification
    - Note: The Grant Facilitator can help you with preparing the budget, budget justification, and abstract prior to submission
- Department Chair(s) signs the above form, and routes to the Grant Facilitator for review
- Grant Facilitator reviews the routing form and attachments, initials the routing form, and gives to the Dean for his signature
- Dean reviews the proposal and signs off if he approves it. Then the paperwork is routed to the Office of Research & Grants (OR&G).
  - Once checked into their office, they will route the documents to the Office of Grants & Contracts (OG&C) for review of the budget, justification, and allowable costs
  - When the budget is approved they will return the paperwork to OR&G for routing and for final signatures
  - Once the proposal is approved by the Provost, the PI will be notified and sent a fully signed copy
    - Note: The proposal cannot be submitted until it is signed off by the Provost!
  - OR&G will work with the grant facilitator and PI to submit the grant application to the funding agency