

## **Procedures for submitting grants through the Foundation office via the college development manager:**

- Development Manager reviews proposal narrative/summary and budget and prepares routing form
  - Routing form is then to be signed by:
    - Department Chair
    - Dean
    - Foundation Executive Director
  - Routing form, budget and proposal narrative/summary is then taken to the Office of Grants & Contracts (OG&C) for their review and approval
    - OG&C will review and sign off on the budget
    - OG&C will then forward the routing sheet with attachments to other departments for review and approval
    - Once the proposal is approved by the Provost, the Office of Research & Grants (OR&G) will notify the Development Manager and the Principle Investigator (PI) that it is approved and send a fully signed copy. OR&G will work with development manager and PI to submit
- Note: the proposal cannot be submitted until it is signed off by the all parties mentioned above.