Submit Print Reset

**To submit this form by email, save it to your computer and use Adobe Reader to open it **

OUR LADY OF HOLY CROSS COLLEGE

GRANTS & PROPOSALS ROUTING SLIP

INTERNAL DOCUMENT

If assistance is needed to develop a proposal a Project Executive Summary should be provided to the Sponsored Programs Office 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 four weeks prior to the deadline for submission to the funding agency. ***The President will sign only after all appropriate persons have signed.***

Please complete and return to The Office of Sponsored Programs and a copy of the RFP and the final proposal.

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 _____**Date**_____

VP Philanthropy and Stewardship _____**Date**_____

Director of Sponsored Programs _____**Date**_____

Chief Financial Officer _____**Date**_____

President _____**Date**_____

GRANTS OFFICE USE ONLY:

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