

APPROVAL TO SUBMIT EXTERNAL GRANT FORM

This form authorizes the designated Authorized Organization Representative (AOR) to officially submit the grant application to the appropriate funding agency. The Principal Investigator should secure the first three signatures before submitting to the Institutional Grant Writer.

Grant Information:

Grant Name:

Principal Investigator:

Funding Agency:

Submission Deadline (Date and Time):

Signatures Required (Please check all that apply):

Principal Investigator

Institutional Grant Writer

Supervisor of Principal Investigator

Vice President for Academic Affairs

Appropriate Dean or AVP

President

Preliminary Signatures:

Principal Investigator

Date

Supervisor of Principal Investigator

Date

Appropriate Dean or AVP

Date

Institutional Grant Writer

Date

Final Signatures:

I approve this grant with revisions.

If revisions required, do you want to review the grant again?

Yes

No

I approve this grant without revisions.

Vice President for Academic Affairs

Date

(TURN OVER)

I approve this grant with revisions.

If revisions required, do you want to review the grant again?

Yes

No

I approve this grant without revisions.

President

Date

Statement of Submission:

I, _____, submitted the grant on _____ via _____.
(Print Name) (MM/DD/YYYY)

Signature of Submitter

Date

After submitting the grant, please retain a copy of this form for your records, and return the original to the Institutional Grant Writer (IGW). If the IGW submits the grant, they will return a copy of this form to the Principal Investigator.