



# ANDERSON UNIVERSITY GRANT PROPOSAL APPROVAL FORM

Today's Date \_\_\_\_\_

Before you apply for a grant, you must first consult with a Department Chair or Academic Dean/Vice President, and the Grants & Research Officer in the Development Office and complete this form. The grant application should not be completed without first having this form approved.

Prior to submitting the grant application to the intended grantee, please include this approved form with your grant application form(s) to the Development Office for final signatures.

1. **Contact Person:** \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

2. **Name of Grant:** \_\_\_\_\_

3. **Grant Amount:** \_\_\_\_\_

4. **Proposed dates for project: Grant due date:** \_\_\_\_\_  
Start \_\_\_\_\_ End \_\_\_\_\_

5. **Funding Source:** \_\_\_\_\_

6. **Amount to be requested from funding agency:**

**Preliminary Estimate** \$ \_\_\_\_\_

**Final Amount** \$ \_\_\_\_\_ (complete when proposal is finished)

7. **Describe reporting requirements:** \_\_\_\_\_

8. **Is matching required?**  Yes  No

**Total % match required:** \_\_\_\_\_ %

**Cash match required:** \_\_\_\_\_ %

**In-kind match required:** \_\_\_\_\_ %

**Other matching requirements:** \_\_\_\_\_

### Signatures:

\_\_\_\_\_  
President, Vice President or Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Business Office

\_\_\_\_\_  
Date

\_\_\_\_\_  
Development Office

\_\_\_\_\_  
Date

\*\*\*Be sure to let the Dean/Vice President and the Grants & Research Officer in the Development Office know the outcome of your request when you receive official confirmation from the funding source.