

General Grant Proposal Approval Process

- **Grant Early Notification Form:** submitted in the early stages of a grant application.
 - Will receive a copy:
 - Dean/supervisor of the submitter
 - Celia Cook-Huffman
 - Brandee Estes
 - Katherine Haff
 - Melanie Harmon
 - Greg Jarrett
 - Sara Larkin

- **Final Grant Proposal Approval Form:** submitted in the last stages of a grant application, after the proposal and budget are complete.
 - Approved by:
 - The submitter's Dean/supervisor
 - Brandee Estes – only when staff compensation is involved
 - Clair Knapp – when over \$10,000 (unless a match is required)
 - Greg Jarrett
 - Sara Larkin
 - Will also receive a copy:
 - Katherine Haff
 - Melanie Harmon
 - Celia Cook-Huffman

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Expedited Grant Proposal Approval Process

- **Steps:**
 - Submit Early Notification Form, which is processed normally
 - Submit Final Approval Form, which is sent to:
 - Greg Jarrett for a budget review
 - Sara Larkin and Celia Cook-Huffman for a project/general review
 - Supervisor is copied as an FYI
- **Criteria:**
 - Less than \$10,000
 - No matching
 - No compensation involved (except to students), does not impact ability to complete workload
 - Private funder, not federal or pass-through funder
 - Submitted early notification form

Letters of Intent Approval Process

- Must submit Early Notification form if no budget is included in the letter
- Must go through Expedited Grant Approval process (including the Early Notification Form) if a budget is included in the letter

Extension Approval Process

- No approval necessary
- Notify business office, supervisor, and OIE