**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
    - Raylene Rospond
    - Clair Knapp
    - Liz Bushnell
    - Melanie Harmon
    - Mike Leckrone
    - Paige Krouse
    - Whitney Caudill
* **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
    - Clair Knapp – when over $10,000 (unless a match is required)
    - Mike Leckrone – when less than $10,000 (unless a match is required)
    - Raylene Rospond
    - Whitney Caudill – only when staff compensation is involved
  + Will also receive a copy:
    - Liz Bushnell
    - Melanie Harmon
    - Mike Leckrone
    - Whitney Caudill
* **Backup Approvals**: to be contacted when a primary approver is unavailable
  + Area dean/supervisor’s backup (if the submitter doesn’t have a dean) is the area VP.
  + Clair Knapp’s backup is Mike Leckrone
  + Mike Leckrone’s backup is Clair Knapp.
  + Raylene Rospond’s backup as VP of academic affairs is the area dean.
  + Raylene Rospond’s backup for institutional effectiveness is Liz Bushnell.
  + Whitney Caudill’s backup is Kourtney Johnson.

**Expedited Grant Proposal Approval Process**

* **Steps:**
  + Submit Early Notification Form, which is processed normally
  + Submit Final Approval Form, which is sent to:
    - Mike for a budget review
    - Liz 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