

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
 - Liz Bushnell
 - Whitney Caudill
 - Katherine Haff
 - Melanie Harmon
 - Clair Knapp
 - Paige Krouse
 - Mary Ann McWithey
 - Raylene Rospond
 - Cindy Seitz

- **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
 - Whitney Caudill – only when staff compensation is involved
 - Clair Knapp – when over \$10,000 (unless a match is required)
 - Raylene Rospond
 - Cindy Seitz – when less than \$10,000 (unless a match is required)
 - Will also receive a copy:
 - Liz Bushnell
 - Whitney Caudill
 - Katherine Haff
 - Melanie Harmon
 - Mary Ann McWithey
 - Cindy Seitz

- **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.
 - Liz Bushnell's backup is Raylene Rospond.
 - Whitney Caudill's backup is Brandee Estes.
 - Clair Knapp's backup is Cindy Seitz
 - Raylene Rospond's backup as VP of academic and student affairs is the area dean.
 - Raylene Rospond's backup for institutional effectiveness is Liz Bushnell.
 - Cindy Seitz's backup is Clair Knapp.

Expedited Grant Proposal Approval Process

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