Pre-Award Process for P.I: Dean's Office Requirements

Applying for a College (Internal) Grant? Submit application materials to Loraleigh Keashly

4 Weeks Prior to Submission

Application submitted to Department Chair for Approval	Application support and review available for grant submissions in Dean's Office (Loraleigh Keashly - l.keashly@wayne.edu)

2 Weeks Prior to Submission

Complete CFPCA Application Cover Sheet	Submit completed CFPCA Application Cover Sheet with Dept. Approval and completed grant application (with budget) to Israel Sexton for Dean's review and signature. Israel will email faculty member when form has been signed.

Post-Award Process: Dean's Office Requirements

Upon Approval/ Rejection from the Grantor

Submit completed CFPCA Grant Acknowledgement Form, copy of the final grant application (including budget), and grant agreement (if approved) to Robin Collins (robin.collins@wayne.edu) for inclusion on college spreadsheet.

Upon Approval from the Grantor

Submit approval request for a provisional index number to Janine Dunlop (jdunlop@wayne.edu) for inclusion on college spreadsheet.

Pre-Award: Internal Dean's Office Processes

Applying for an External Funding Source or OVPR Opportunities?

4 Weeks Prior to Submission

Application support and review available for grant submissions in Dean's Office (Elizabeth Barton - ac2913@wayne.edu)

2 Weeks Prior to Submission

P.I. to submit application, completed CFPCA Application Cover Sheet with Dept. Approval to Israel Sexton (fz6418@wayne.edu) for Dean's review and signature. Israel emails faculty member to pick up signed form.

P.I. to create e-prop application once Dean's signature has been secured for applying.

1 Week Prior to Submission

Israel to provide signed copies of materials to Robin for inclusion on college spreadsheet.

Dean Seeger or designee to approve applications in e-prop system. Elizabeth Barton or Joan Ferguson are designee.

Post-Award Process: Internal Dean's Office Requirements

Upon Approval/ Rejection from the Grantor

P.I. to submit completed CFPCA Grant Acknowledgement Form, copy of the final grant application (including budget), and grant agreement (if approved) to Robin Collins (robin.collins@wayne.edu) for inclusion on college spreadsheet.

Upon Approval from the Grantor

P.I. to submit request for a provisional index number to Janine Dunlop (jdunlop@wayne.edu). Janine will establish index number for grant in collaboration with SPA and department for inclusion on college spreadsheet. Monitoring of all expenditures to be completed at the department level with support from the college.