

Grant Submission Cover Sheet – Approvals

Some external and internal (WSU) grant proposals need the approval of your Department Chair and the CFPCA Dean before they can be submitted to their respective funding sources. If your proposal needs approvals, please complete this page and include it with your application/proposal.

For grant approvals, please submit your proposal within the following time frame.

Department Chair **four (4) weeks before** the proposal submission deadline.

The Chair has two (2) weeks to review the proposal. If approved, you need to take the proposal for approval by the Dean.

CFPCA Dean **two (2) weeks before** the proposal submission deadline

The Dean has two (2) weeks to review and approve the proposal.

These deadlines provide your Department Chair and the Dean the opportunity to review your proposal before the submission deadline.

Name

Department

E-mail

Grant Proposal Summary

Grant source

(program, agency, foundation, etc.)

External

Internal

Submission deadline

Decision date

Proposal title

Funding amount requested

Grant period (begin date / end date)

Your role in the proposal

PI

co-PI

co-Investigator

Other

*Office use
only*

Department Chair

Date

(signature)

Approved

Denied

CFPCA Dean

Date

(signature)

Approved

Denied