**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