

## 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 and student 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