All grant applications, contract proposals, and requests for external support must be pre-approved by the Office of Development, Office of the Dean, Provost, or President, as well as the Business Office.
Approval can be obtained through the completion of the Grants and Sponsored Programs Approval Application.

Process

1. Complete Approval form. Rationale: This is completed in effort to provide the support needed to obtain a successful funding proposal. To ensure that efforts are not duplicated on campus, and so there are not multiple proposals being submitted to the same funding source inappropriately.

2. Review application or proposal with immediate supervisor to establish the framework, resources, and reporting necessary to fulfill grant mandates and processes.

3. Establish collaborations that will be necessary to develop a successful proposal and project. (The Office of Engagement can serve as a resource for this process for faculty, staff, and students.)

4. Review all applicable documents related to conflict of interest, research on all human subjects and compliance.

5. Consider any indirect costs that might be associated with the project and discuss with supervisor.

6. Consult with Director of Community Engagement for assistance if needed when writing proposal.

7. Notify the Director of Community Engagement when the proposal has been submitted.

8. Forward correspondence of acceptance or denial when received from sponsor or funding source.

9. Provide reporting requirements and project reports to the Office of Engagement and the Business office.

10. Maintain responsibility for managing project funds (unless an alternative fund/project manager is noted within the project proposal).

Thank you for your willingness to seek grants, sponsorship, and funding for projects that benefit faculty, students, and staff at Anderson University. We want to support you in the most effective way possible toward on a successful project. We appreciate your efforts of creativity and innovation and desire to benefit community.

For further assistance, please contact:

Stephanie Moran
Director, Engagement and Partnerships
765-641-3714
smmoran@anderson.edu.

Grants and Sponsored Programs

Approval Form

ANDERSON UNIVERSITY

Date:_____   Proposal Number: _____

Contact Person: _____

E-mail: _____   Phone:_____

Project Title:_____

Funding Agency: _____

Funding Amount Allowed:_____   Funding Amount Requested: _____

Funding application due date:_____   Proposed project date(s): _____

	Yes	No
This project requires a funding match. *If yes, how much?*_____	☐	☐
This project involves research with human subjects.	☐	☐
This project involves funding for capital projects.	☐	☐
This project is likely to require additional office or work space.	☐	☐
This project may involve intellectual property rights.	☐	☐

Conflict of Interest Statement

I have read and understand the conflict of interest and conflict of commitment policy as stated in the Faculty and Staff Handbook. I have indicated the one statement below that reflects my situation.

☐   I DO NOT have a significant conflict of financial interest or commitment related to this project.

☐   I DO have significant conflict of financial interest or commitment related to this project. I will provide a disclosure form appropriate for this project.

Project Director(s) Statement

My signature below certifies that:
1. I will be responsible for technical conduct of the work and for submission of project reports;
2. I will be responsible for compliance with the award terms and conditions set by the agency as well as with university policies.

_____   _____

Signature of Project Director   Date

Signatures must be obtained from these offices prior to funding application.

_____ _____ _____ _____

Signature of Grants Manager   Date   Signature of Business Office   Date

_____ _____

Signature of Dean, Provost, or VP   Date