



INTERNAL ROUTING FOR APPROVAL OF EXTERNAL FUNDING

1. Principal Investigator

- a. Name of PI:
- b. Project Title:
- c. Application Information:
 - i. Name of Funding Agency/Foundation:
 - ii. Due Date to Agency:
- d. "Request to Apply for a Grant" Form Completed and Submitted on:

2. Dean/Supervisor Approval: I have reviewed and approve the final draft of this proposal and budget, and support the resources necessary to meet the requirements of the grant.

Supervisor

Date

3. Budget Approval: I have examined this application and budget, and I am satisfied that Tusculum University can meet the cost sharing/matching requirements presented in this application (if applicable).

Chief Financial Officer Signature

Date

4. IRB Approval: (If not necessary, PI initials here _____)

The IRB has examined this proposal and finds the research is _____ (under review, exempt, expedited, approved).

Chair of IRB Signature

Date



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5. Collaborative Grant: (If not applicable, PI initials here _____)

I certify that all necessary documents and approvals have been obtained for a collaborative grant.

PI Signature

Date

A copy of the completed grant, including budget and all supporting documentation, must be included with this form when submitted to the Office of Institutional Advancement.

6. IA Approval: I have examined this completed proposal and budget. I am satisfied that the requirements for the proposal submission have been met.

Associate VPIA Signature

Date

7. President Approval: I have reviewed and approve this proposal and budget, and support the resources necessary to meet the requirements of the grant.

President Signature

Date



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GRANT COMPLETION

NOTE to the PI: Once the grant is completed and the final report has been submitted to the funding agency, the PI is to sign below and re-send this form to the Office of Institutional Advancement with that confirmation.

- 8. PI Confirmation of Completion:** The final report and any accompanying information has been completed and was submitted to the funding agency on: _____.

PI Signature

Date

Upon completion, please submit this form to Don Turk, Ph.D., Director of Grants & Development, Office of Institutional Advancement, at dturk@tusculum.edu.

Office Use Only

Institutional Advancement Signature:
Cc: PI, Supervisor, CFO, Provost