

## Centre College Grant Proposal Endorsement

Beneficiary	Individual	Institution	Program		
Project Director			Phone		
Program/Dept.			Email		
Project Title					
Funding Agency			Deadline		
Amount requested		Cost share	Required	Preferred	NA
Support letters needed from					

### Project Director's Assurance

I understand that I am responsible for managing and administering this project if it is funded. This includes submitting any required progress, final, and budget management reports. I will provide copies of all related correspondence, the proposal and proposal revisions, and other important documents to the Associate Director of Corporate and Foundation Relations (AD-CFR).

### Submit the following to your program and division chairs and obtain their signatures indicating support.

- Grant Proposal Endorsement
- Project abstract (two pages maximum)
- Narrative
- Budget

Project Director \_\_\_\_\_ Date \_\_\_\_\_

Program Chair \_\_\_\_\_ Date \_\_\_\_\_

Division Chair \_\_\_\_\_ Date \_\_\_\_\_

IRB/IACUC Approval (or NA) \_\_\_\_\_ Date \_\_\_\_\_

### Institutional Reviews

Submit this signed form and the items listed above to the AD-CFR at **least two weeks before the proposal due date**. The AD-CFR will ensure that the appropriate supervising vice president (most likely the VPAA) reviews the proposal in a timely fashion.

Supervising Vice President \_\_\_\_\_ Date \_\_\_\_\_

Associate Director of CFR \_\_\_\_\_ Date \_\_\_\_\_

**After all signatures are obtained, the AD-CFR should**  
 submit the proposal.                      return all materials to Project Director.

Note: The Project Director should notify the Associate Director of Corporate and Foundation Relations of the funding agency's decision on the proposal.