

**Office for Sponsored Programs  
Grant Application Approval Form**

**Employee/Requestor:** \_\_\_\_\_ **Department/Division:** \_\_\_\_\_

Name of grantor (federal/state agency, independent foundation or corporate entity):  
\_\_\_\_\_

RFP/Grant Opportunity Title:  
\_\_\_\_\_

Date grant applications available:  
\_\_\_\_\_

Date grant applications available:  
\_\_\_\_\_

Pre-application process required? **Y or N**

If yes, deadline date: \_\_\_\_\_

Date of first contact with grantor:  
\_\_\_\_\_

Grantor Contact Information:  
\_\_\_\_\_

Deadline for application submission:  
\_\_\_\_\_

Length of grant life (years funded):  
\_\_\_\_\_

Anticipated Yearly Budget:  
\_\_\_\_\_

Matching Component: **Y or N**  
\_\_\_\_\_

Are training workshops required to write grant? **Y or N**

If yes....

- Approximate Dates: \_\_\_\_\_
- Costs: \_\_\_\_\_
- Number of Attendees: \_\_\_\_\_

Reason for Application: \_\_\_\_\_

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**SIGNATURES REQUIRED FOR APPROVAL:**

\_\_\_\_\_  
Requestor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Area Vice President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grant Compliance Officer

\_\_\_\_\_  
Date

**Please attach a summary of the proposal concept and a copy of the guidelines for this grant opportunity. Send this document and attachments to the Sponsored Programs Compliance Officer in the Dan & Andrea Boren Center, Suite 208, Office.**