

Allen University



Preamble

The development of human capital, researching disciplinary questions, and evolution of new understandings that serve the greater good provide the bases for seeking external funding. As such, grant applications are expected to seek funds that logically fall within the mission and aspirations of the institution. When developing a proposal, attention should be given to the following:

- 1) indirect costs and/or administrative overhead should be included;
- 2) relevant equipment for implementation should be request in the application;
- 3) institutional matching must be limited to in-kind or other existing restricted funds that will not require repurposing.

Policy on Grant Proposals

1. A *minimum* of six (6) weeks prior to the funding agency's deadline for the application, the Preliminary Proposal Review Sheet should be submitted to the Office of Institutional Advancement. If the proposed work is deemed consistent with the mission of the College and has the endorsement of the relevant unit head and vice president, assistance will be provided in preparation of the proposal as requested by the grant writer.
2. A *minimum* of 15 days prior to the funding agency's deadline, the Preliminary Proposal Review Sheet, Final Budget Review Sheet, and a budget for the proposed work must be submitted to the Office of Fiscal Affairs. As needed, assistance in budgeting and interpreting the financial guidelines of the proposal will be provided.
3. A *minimum* of three (3) days prior to the funding agency's deadline, a copy of the proposal (including Preliminary Proposal Review Sheet and Final Budget Review Sheet) must be submitted to the relevant area vice president. The area vice president will transmit the proposal to the Office of the President. When the President signs the proposal, it becomes an official University application to the funding agency.
4. A file copy of the completed proposal must be submitted to the Office of Sponsored Programs the Office of Fiscal Affairs and the area vice president.

Allen University



Preliminary Proposal Review Sheet

Proposal Title _____

Grant Writer _____ Signature _____

Funding Agency _____

Submission Deadline _____

Department/Unit _____

Approximate Budget \$ _____

Approximate In-kind Matching Required \$ _____

Abstract (200 words or less)

Services Requested (check each that applies):

Grant/Proposal writing assistance

Budget preparation assistance

Clerical assistance

Unit Head

Date

Vice President

Date

Allen University



Final Budget Review Sheet

Proposal Title _____

Funding Agency _____

Principal Grant Writer:

_____ Signature _____ Date _____

Other Investigators

_____ Signature _____ Date _____

_____ Signature _____ Date _____

Department/Unit _____

Signature Department Head _____ Date _____

Period of Grant _____ to _____

Total Budget \$ _____

Personnel \$ _____

Project Implementation \$ _____

Equipment \$ _____

In-kind Matching Funds \$ _____

Indirect Cost \$ _____

Area Vice President

Date

Vice President Fiscal Affairs

Date

Allen University



Proposal Approval Form

This Proposal Review Checklist and a final copy of the proposal with all attachments must reach the Office of the President at least 72 hours before it is to be submitted.

Date _____

Principal Writer/Project Director _____

Proposal/Project Title _____

Division or Area _____

Funding Agency _____

Date Due to Funding Agency _____

This proposal has been endorsed by _____
the area/division/unit. Area/Division/Unit Head Date

The program described in this proposal has complete information and is consistent with the unit and University's Strategic Plan. _____
Area Vice President Date

The budget for the proposal has been checked; it is within the College's capabilities to administer. _____
Vice President for Fiscal Affairs Date

This proposal has been checked for adherence to guidelines and it is free of typographical/grammatical errors. _____
Vice President for Institutional Advancement Date

This application is approved for submission to funding agency. _____
President Date

Distribution: Copies of the completed Proposal Review Check List and the final proposal should be retained by the Grant Writer, the Office of Sponsored Programs, and the relevant area vice president.