MORAVIAN UNIVERSITY

Pre-Application Checklist for Grant Proposals

- ❏ Contact Rob Breckinridge in the Grants Office to begin the grants approval process (60-90 days before grant deadline).

- ❏ Complete the Grant Approval Form and share with appropriate persons for review and approval (60-90 days before grant deadline).

- ❏ Check-in meeting on proposal narrative, project budget, and supplemental materials (at least 30 days before grant deadline).

- ❏ For grant applications being submitted by the Grants Office, either electronically or via mail, final application materials provided at least 1 week before the grant deadline.

Grant Approval Form Instructions

All proposals for external funding submitted by Moravian University faculty and staff must be reviewed and approved by the appropriate Department Chair, Dean, and Provost/VP, and processed through the Grants Office in Development & Alumni Engagement.

The Grant Approval Form ensures the University is in compliance with appropriate policies and procedures for grant applications. It also provides an avenue for department chairs, deans and the provost/VP to ensure proposals fit University goals and are an appropriate use of resources.

Routing Instructions

1. The Grant Approval Form is a Google Doc that will be shared with appropriate individuals. The Principal Investigator/Project Director (PI/PD) should contact Rob Breckinridge in the Grants Office (BreckinridgeR@moravian.edu or 610-861-1478) to request access to the form.
2. Once the PI/PD has fully completed all sections of the form, he or she should share the form with his or her Department Chair. Staff outside of Academic Affairs should share the form with the head of your particular office.
3. Once reviewed and approved by the Department Chair, the form should be shared with the appropriate Dean.
4. Once reviewed and approved by the Dean, the form should be shared with the Provost or appropriate Vice President.
5. Once reviewed and approved by the Provost or VP , the form will be retained in the Grants Office.

Please contact the Grants Office if you have any questions or need assistance.

Grant Approval Form

MORAVIAN UNIVERSITY

All proposals for external funding submitted by University faculty and staff must be reviewed and approved by the appropriate department chair, dean, and the provost, and processed through the Grants Office in Development & Alumni Engagement.

Principal Investigator/Project Director:_____

Department: _____

Project information

Funder: _____

Project title: _____

Start date (mm/dd/yyyy):_____

End date (mm/dd/yyyy): _____

Location:_____

Other project personnel (names or titles; enter N/A if none)

Brief project description (Summarize the activities to take place; the benefit to students, faculty or the community; and the strategic initiative that is being supported.)

Collaborations with on campus or off campus partners (including subawards; enter N/A if none)

Hiring or new positions required as part of the project (enter N/A if none)

Course releases required as part of the project (enter N/A if none)

IRB/IACUC approval required for the project? (Y/N) _____

Budget summary

Total Project Cost:_____

Total Funding Request:_____

Are matching funds required? (Y/N) _____

    If yes, ratio: _____

Additional internal or external sources of funds (other than the funder listed above; indicate planned, pending, or committed; enter N/A if none)

Is the University required to continue the project with its own resources after the grant ends?

    (Y/N or N/A)_____

Planned technology or equipment purchases (enter N/A if none)

Special space requirements for implementation of the grant (enter N/A if none)

_____   _____

PI/PD signature (typed)*   **Date**

<u>**Approvals**</u>

_____   _____

Department Chair signature (typed)*   **Date**

_____   _____

Dean signature (typed)*   **Date**

_____   _____

Provost/VP signature (typed)*   **Date**

* For the purposes of this Grant Approval Form, a typed signature has the same effect as a written signature.

Form is retained in the Grants Office after final approval by the Provost/VP.

Grants Office received   Initials: _____   Date: _____