

MORAVIAN UNIVERSITY

Pre-Application Checklist for Grant Proposals

- Complete the Grant Approval Form and share with appropriate persons (department chair, Dean, Provost/VP, etc.) for review and approval (60-90 days before grant deadline).
- Submit Grant Approval Form to Colton Krial in the Grants Office to begin the approval process (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, provide final application materials to the Grants Office at least 1 week before the grant deadline.

MORAVIAN UNIVERSITY

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, supervisor, Dean, and Provost/VP, and processed through the Grants Office in Development & Alumni Engagement.

The Grant Approval Form ensures the University complies 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.

Submission Instructions:

1. Complete the Grant Approval Form and submit it to the Grants Office. The Principal Investigator/Project Director (PI/PD) should contact the Grants Office (grants@moravian.edu) to submit the form.
2. When submitting the Grant Approval Form to the Grants Office, the PI/PD is **required** to copy their Department Chair, Dean, Provost/VP, and immediate supervisor, if applicable.
3. Once reviewed and approved, the form will be retained in the Grants Office for our records.

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

Colton Krial '15

Director of Foundation & Government Relations

krialc@moravian.edu

t: (610) 625-7923

David Nonnemaker

Assistant Director of Grants & Foundations Relations

nonnemakerd@moravian.edu

t: (610) 861-1423

MORAVIAN UNIVERSITY

Grant Approval Form

Principal Investigator/Project Director: _____

Department: _____

Project information

Funder: _____

Projected start date (mm/dd/yyyy): _____

Projected end date (mm/dd/yyyy): _____

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

Brief project description (In 2-3 sentences, please describe the project for which you are seeking funding):

Collaborations with 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):

- Yes Course Code: _____
- No
- I'm not sure

IRB/IACUC approval required for the project?

- Yes
- No
- I'm not sure

Budget summary

Total Project Cost: _____

Total Funding Request: _____

Does the funder require a match or cost share?

- Yes
- No
- I'm not sure

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

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*

Date

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

Grants Office received	Initials: _____	Date: _____
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