

## Springfield College Approval Protocol for External Grant Applications

**DO NOT SEND THIS FORM TO THE FUNDER.** Use this form as a cover sheet for your proposal during the internal review and approval process. All signatures must be obtained before the President will authorize its submission to the funding agency.

**Allow seven or more workdays before the deadline for the internal review process and final packaging.**

Be sure to provide Grants and Sponsored Programs with a complete copy of the finished application package and all resulting award, negotiation, or denial correspondence/information received from the funder. All questions about application preparation, the approval process, and general grant administration should be directed to:

Dr. Linda L. Marston, Director of Grants and Sponsored Programs, Development Office, Marsh Memorial  
Phone: (413) 748-3654 / -3122, FAX: (413) 748-3666, email: LMarston@spfldcol.edu

Your Name: \_\_\_\_\_ Department: \_\_\_\_\_ Phone: \_\_\_\_\_

Funding Agency: \_\_\_\_\_

Agency's Program Title (if any): \_\_\_\_\_

Your Proposal Title: \_\_\_\_\_

Purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Submission Deadline Date (include time if specified): \_\_\_\_\_ Check one:  Must be received by  Postmark allowed

Grant dollars requested: \$ \_\_\_\_\_ SC match: \$ \_\_\_\_\_ Inkind / Cash / Both Is the match required?  Yes  No

Applicant:  Springfield College  Other organization (specify): \_\_\_\_\_

Does the project involve a public school or other organization?  No  Yes If yes, specify: \_\_\_\_\_

\_\_\_\_\_

Does the project involve research on human or animal subjects?  No  Yes If yes, date IRB/ACC notified / approved: \_\_\_\_\_

### REQUIRED SIGNATURES:

**1. INTENT TO APPLY FOR EXTERNAL FUNDING.** (Send a copy of the signed Intent to Grants and Sponsored Programs.)  
I have discussed the proposed project and grant requirements with the intended project director, and give my approval to proceed with proposal development. If the project involves a K-12 school, the Director of Teacher Preparation & Certification must also sign.

**Dean or Director signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

If a K-12 School is involved: **Director of TPC signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**2. UNIT APPROVALS OF PROPOSED PROJECT AND BUDGET.** (Submit a complete narrative and budget detail.)  
I have reviewed the attached proposal and approve the project's staffing and budget allocations.

**Department Chair or Supervisor signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Dean or Director signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**3. GRANTS & SPONSORED PROGRAMS.** I have reviewed the application for compliance with funder requirements and college guidelines.

**Director's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### 4. VICE PRESIDENT APPROVALS -- PROJECT & BUDGET FINAL APPROVALS -- five (5) days or more prior to the deadline

Division VP (AA or SA) signature:	Date:
IA VP signature:	Date:
A&F VP signature:	Date:

**5. PRESIDENT'S OFFICE APPROVAL:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ALL SIGNATURES MUST BE COMPLETE FOR COLLEGE AUTHORIZATION TO SUBMIT YOUR PROPOSAL.**