

EXTERNAL PROPOSAL APPROVAL FORM / SIGN OFF

Name:	
Title of Proposal:	
Submitted To:	Date Due:
Amount Requested:	Release time or Match (if any):

Faculty must consult with their department chair, the Associate Dean of the College, and Corporate and Foundation Relations (CFR) before developing a grant proposal.

SIGNATURES

	Signature	Date
Department Chair <i>Required on all proposals. Obtain first.</i>	_____	_____
Associate Dean of the College <i>Required on all Proposals. Obtain second.</i>	_____	_____
Corporate & Foundation Relations <i>Required on all proposals except to federal agencies</i>	_____	_____
Assessment/Institutional Research <i>Required on proposals with an assessment component.</i>	_____	_____
Vice President and Treasurer <i>Required if the proposal involves new space, remodeling, the purchase of equipment, or matching funds from the College.</i>	_____	_____
Information Technology Services <i>Required if computer hardware, software, or services are involved.</i>	_____	_____
Business Office <i>Required if the College will serve as fiscal agent for your grant.</i>	_____	_____
Disclosure Form <i>If you are applying for a Carleton-administered grant from a federal agency or foundation you must signify that you have read the Conflict of Interest (COI) Policy and signed the form addressing COI and other federal requirements.</i>	_____	_____
Dean of the College <i>Required only for proposals to be submitted to federal agencies: NSF Fastlane, grants.gov, NIH, NEH. This authorizes CFR &/or the Dean's office to provide the electronic signature required to submit the proposal to the online governmental sites on behalf of Carleton College.</i>	_____	_____

Return this form with a copy of your proposal to: Corporate & Foundation Relations

Occasionally, Carleton faculty ask CFR to furnish copies of previous proposals for their use in drafting new proposals. If you would like to allow CFR to distribute your proposal materials in this way (i.e., only when requested by a Carleton colleague), please check this box.

* Be sure to let the Dean of the College Office and Corporate & Foundation Relations know the outcome of your request as soon as you hear.