



Seattle Pacific UNIVERSITY

Internal Approval Form *External Grant Applications*

Congratulations on your decision to apply for external funding! In order to assist you in submitting the best proposals possible, avoid conflicts, untimely proposals or dual submittals, internal approval must be gained on all external grants.

In order to submit a proposal that is related to SPU in any way, this form must be completed, signed, submitted, and the dates adhered to.

- **This form does not commit you to applying, but approves all potential applications.**

This form is due to University Advancement as soon as you are considering applying for funding, and no less than **four weeks** in advance of the proposal deadline. The proposal and budget are due to University Advancement **three weeks** in advance of the proposal deadline.

Need help with planning, writing or submittal? Contact the Seattle Pacific University Grant Writer, Laura Lundahl at lundahl@spu.edu or 206.281.2589. Also, check out the Grant Writing Resources on the Center for Scholarship and Faculty Development website.

Basic Proposal Information

Proposal Lead Name: _____ Department: _____

Alternate Contact for Proposal Lead:

Name: _____ Dept: _____

Focus of project: _____

Prospective granting agency: _____ Agency contact: _____

Amount requested: \$ _____ Expected decision date _____

Submittal: Online Email Standard Mail

Deadlines

Proposal due to grantmaker: _____

Date you expect to submit proposal: _____

Date proposal is due to University Advancement _____ *(This date must be no later than three weeks ahead of the proposal due date)*

Signatures

Institutional Review Board Approval *(This applies only to projects involving human subjects that will be implemented through SPU and not an outside agency.)* [Click here for name of IRB chair](#)

Signature: _____ Date: _____
Chair, Institutional Review Board

.....
Academic Unit Supervisor Approval *(Please obtain Department Chair or Dean approval).*

Signature: _____ Date: _____

Title _____

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PROPOSAL LEAD: I understand that the proposal and the budget need to be delivered to University Advancement no later than three weeks (21 days) ahead of the proposal due date. In order to facilitate the university-wide grant submittal process, I understand I must send the proposal and the budget to Kathryn Mier, Walls Advancement Center, Suite 304, 21 days before deadline.

Date proposal is due to University Advancement: _____
mm/dd/yyyy

Signature: _____ Today's date: _____

UNIVERSITY ADVANCEMENT USE: Final Approval to submit proposal

Indirect Costs: _____

Budget approval date _____

Signature _____ Date _____
John H. West- University Advancement

Optional Signature _____ Date _____
Robert McIntosh- Vice President, University Advancement

Optional Signature _____ Date _____
Philip Eaton, President