

HARVEY MUDD COLLEGE Checklist for Research Grant Proposal

PRINCIPAL INVESTIGATOR - IDENTIFICATION AND ROUTING

Name:		Department:	
Grant Agency:	Project Deadline:	Amount Requested:	
Project Title:			
Project Description:			

GRANT SUBMISSION APPROVAL (Please initial and date in appropriate area) **PROPOSALS SHOULD BE COMPLETE BEFORE REQUESTING THE FOLLOWING SIGNATURES. ALL OF WHICH ARE ALL REQUIRED PRIOR TO MAILING.**

APPROVAL	Initial	Date	APPROVAL	Initial	Date
Department Chair			Treasurer		
Dean of Faculty			- % of Overhead		
- Matching			- Addition Calculation		
- Other			- Fringe Benefits Cal.		
Principal Investigator indicates that he/she has completed the routing of the proposal and has released it to the development office for mailing. (If PI is handling the mailing, also initial here. _____)					
Vice President of Development acknowledges receipt of proposal for mailing, that all approvals have been received, and that the proposal is signed as needed. (Last)					

DEVELOPMENT OFFICE - HANDLING (Please initial, date, and mark # of copies distributed)

COPY DISTRIBUTION	#	Initial	Date	COPY DISTRIBUTION	#	Initial	Date
Grant Agency (Cert. Mail)				Business Affairs			
Principal Investigator				Department Chair			
Development Grants Coord.				Dean of Faculty			
Other				TOTAL DISTRIBUTED COPIES			

GRANT AGENCY ACTION - PROPOSAL STATUS AND NOTIFICATION

PROPOSAL ACCEPTED _____ PROPOSAL REJECTED _____ (Please process notification)						
NOTIFICATION	Initial	Date	NOTIFICATION	Initial	Date	
Principal Investigator			Business Affairs Office			
Department Chair			Pendleton Grants Coord.			
Dean of Faculty			Development Grants Coord.			
Others						

DEVELOPMENT OFFICE GIFT ACCOUNTING

Date Grant Booked on Gift System _____	Fund Account Number _____
Grant Starting-Ending Dates _____	Amount Granted _____

ADDITIONAL COMMENTS/INFORMATION: