

**Texas A&M University-San Antonio
Internal Approval Form for Foundation
and Corporate Proposal Submissions**

Name: _____ Dept(s): _____

Date: _____ Phone: _____ E-Mail: _____

Project Title: _____

Estimated Project Budget: _____ Project Timeline: _____

Foundation and Corporate awards are binding contracts between the sponsoring agency and Texas A&M University-San Antonio (A&M-SA). As a result, careful review and approval of proposals before submission is required. The Grant Writer in the Office of University Advancement can help you every step of the way, but it is ultimately your responsibility as project director to follow these five steps so that all of the University's administrative needs are met.

1. Department/College Approval

Prepare a 1-3-page concept paper outlining your project plan, proposed budget (including institutional funding, space, technology, staffing, etc.) and potential funding sources that are appropriate for review by your respective Department Leadership and the Vice Presidents for University Advancement and Business Affairs. Your department chair(s)/supervisor(s) should communicate your project intent to the Dean or Vice-President of your college or division prior to their signature. Additionally, your responsibility is to confirm the approval of the request and any dollar match required by the funding source; the VPUA must approve the list of potential funding sources.

Department Chair/Supervisor and Date

VP for University Advancement and Date

VP for Business Affairs and Date

Department chair/supervisor and Date

Department Chair/Supervisor and Date

2. **Prepare** your proposal according to the funder's guidelines, soliciting input from colleagues and assistance from University Advancement and/or the Business Office as needed. If the activities of your proposal will impact any of the University's departments and/or offices (technology and space requirements), please make them aware of your project. Your Dean/Department Chair/Supervisor is responsible for advising the Provost or appropriate Vice President of the pending project and her/his signature is required prior to submission of the proposal.

Department Chair/Supervisor and Date

Department Chair/Supervisor and Date

Dean/Vice President and Date

Dean/Vice-President and Date

3. **Submit** your proposal for final review first to your Vice President or the Provost as appropriate, then to the Vice President for Business Affairs for budget, space and other institutional obligations or requirements. Finally, to the Vice President for University Advancement for final preparation and submission (a minimum of 72 hours before the proposal due date would be *greatly* appreciated!).

Vice President or Provost and Date

VP for University Advancement and Date

VP for Business Affairs and Date

*Note: Multiple signature lines are included for the purpose of cross department projects, if you are working with a peer on a project in the same department/division, multiple signatures are not needed.

4. **Coordinate** with the Grant Writer to submit your proposal to the funding agency. All proposal and cover letters are to be signed by the President of the University or as appropriate, the Vice President for University Advancement. Final copies of cover letter(s), proposal(s) and supporting document(s) must be submitted to the Grant Writer for filing in the Office of University Advancement.

5. Notify the Grant Writer when you receive word about your application:

<u>If Funded*</u>	<u>If Not Funded</u>
Any resulting MOU's need to be reviewed by the Office of General Council before contract signed and executed .	Send thank you letter and request reviewers' comments.
Submit copies of grant award letter and contract to the Grant Writer for review and filing.	Revise proposal.
Send thank you letter to granting agency. Submit copies to University Advancement.	Solicit internal review.
Coordinate with grants office regarding award agreement and/or check processing.	Resubmit proposal to same or different source(s).
Set up project budget in the business office.	
Conduct project and submit interim reports to the funding agency as required with copies to the grants office.	
Close out project and submit final reports to the funding agency and the grants office.	

* The courtesy of a thank you letter and timely filing of all reports to the funding agency are basic elements of good donor stewardship. It encourages repeat giving on the part of the agency and helps the reputation of Texas A&M-San Antonio in the fundraising community.

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