GRANTS AND SPONSORED PROGRAMS

Internal Proposal Approval Process

Effective August 1, 2012

✓ After completing the Transmittal form and obtaining the Supervisor or Department Chair’s signature and the Administrative Unit Head or Dean’s signature please bring the Transmittal form and complete proposal to the Grants and Sponsored Programs office (McM 205). If no one is in the office, please take to Mail Room and have them put it in the Grants and Sponsored Programs mailbox.

✓ GSP will identify and obtain all remaining signatures for approval. Please allow 3-5 (the more time the better) business days to complete this process.

✓ GSP will notify you when all signatures have been obtained and you are responsible for picking up the approved original proposal, having it duplicated and sending it to the funding agency.

✓ If the funder requires electronic submission, the GSP office will be willing to assist you in processing the proposal, if requested.

✓ Please call or e-mail if further information or assistance is needed.

Phone Number: (406) 657-2046
E-mail: grantsdev@msubillings.edu