



Access & Excellence

GRANTS AND SPONSORED PROGRAMS

Internal Proposal Approval Process

Effective November 1, 2005

- ✓ 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. If no one is in the office, place the proposal in the Incoming Proposal box located on top of the front desk.
- ✓ GSP will identify and obtain all remaining signatures for approval. Please allow 2-3 (the more time the better) business days to complete this process.
- ✓ GSP will notify you when all signatures have been completed 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 glad to assist and/or process the proposal at the request of the P. I.
- ✓ Please call or e-mail if further information or assistance is needed. The GSP telephone number is 657-2046 and the e-mail address is grantsdev@msubillings.edu.