

New Renewal Modification



LANGSTON UNIVERSITY

GRANT/CONTRACT REQUEST ROUTING SHEET

Date _____

Part I

Project Title: _____

Submitted by: _____

Contact Name

School/Division

Department/Program

Contact Address: _____

Residence / Campus

Telephone

Proposal to be submitted to: _____

Name

Address

Contact Person

Telephone

Date to be Submitted: _____

Award Date: _____

Amount of Funds Seeking

Total Amount of Funds Being Sought: _____ Match %: _____ Grant %: _____

Cost Share: Langston University _____ % \$ _____

Other _____ % \$ _____

Other necessary Requirements: _____

Source of Funding

____ Private Sources ____ State Agency

____ Federal Agency ____ Other _____

University Function

____ Resident Instruction ____ Library ____ Research

____ Extension ____ Graduate ____ Student Financial Aid

____ Contract ____ Facilities & Equipment ____ Other _____

Part II

The undersigned have reviewed the content of this document and recommended approval. Exceptions and comments or special information should be noted by memo and attached to this routing sheet.

A. Principal Investigation/Project Leader:

Name Department / School Campus Address

B. Department of Program Head:

Name Date Received Date Approved/Disapproved

C. School or Division Head:

Name Date Received Date Approved/Disapproved

D. Optional Signature Needed for Approval:

Name Date Received Date Approved/Disapproved

E. Vice President for Academic Affairs:

Name Date Received Date Approved/Disapproved

F. Director of Sponsored Programs:

Name Date Received Date Approved/Disapproved

G. Comptroller:

Name Date Received Date Approved/Disapproved

H. Vice President for Administrative and Fiscal Affairs:

Name Date Received Date Approved/Disapproved

I. President:

Name Date Received Date Approved/Disapproved

The routing from must be signed by all relevant parties and given to Sponsored Programs at least seven (7) working days before it is due to the funding agency. The Office of Sponsored Programs will obtain the President's signature and will electronically submit or mail the request. You will be notified when your proposal has been electronically transmitted or mailed.