



# O·B·U

## Office of University Advancement Grant Application Procedure

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Discipline: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Project Name: \_\_\_\_\_

Brief Description of Project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Funds Needed for Project: \$ \_\_\_\_\_

### Approval Signatures:

Department Chair \_\_\_\_\_  
Name Date

Dean of School or College \_\_\_\_\_  
Name Date

Provost \_\_\_\_\_  
Dr. Stan Norman Date

Vice President for University Advancement \_\_\_\_\_  
Will Smallwood Date

After all signatures have been obtained, the Director of Grants and Prospect Research (DGPR) will set up a meeting with you about seeking funds for your project. Working in partnership with you, the DGPR will develop a strategic plan for researching foundations for funds, obtaining guidelines and applications, and/or applying through an RFP (request for proposal). You will be required to provide adequate information in a timely manner for your project to the DGPR, and working in coordination with you, the DGPR will prepare and package the proposal.