

PROPOSAL APPROVAL FORM

The Office of Sponsored Programs and Research provides guidance and assistance to faculty and staff on the preparation of applications for sponsored funding. OSPR is also responsible for ensuring that all requests for funding comply with University and sponsor guidelines and regulations.

The **Proposal Approval Form** captures important information necessary for proposal approval and University endorsement. The PAF ensures the institution is aware of, and able to commit, the resources required by the project and that work will be administered in compliance with University, state and federal policies and procedures. The process is intended also to promote quality applications, increasing the accuracy of administrative and budgetary information and the overall completeness of the application.

All applications for sponsored funding, including federal, state, or local government agencies, public or private foundations or corporate entities, require the submission of a PAF no later than **10 working days** prior to the application deadline. This allows for OSPR to coordinate the submission of multiple applications, assist with proposal development, and organize the collection of required documents.

Project Identification

Proposed Sponsor: _____ Proposal Due Date _____

Project Director: _____ College/Dept: _____

Other Longwood faculty involved in project, if any: _____

Is this a collaborative proposal or subaward? Yes No

Longwood is the lead institution. List subawardees or collaborating institutions.

Longwood will be a subawardee. List lead institution.

Project Title: _____

Total Amount Requested (all years): _____ Project Period: _____ – _____

Special Considerations

Does this project require Cost-Share or matching funds? Yes No

If yes, submit Matching Funds Request Form

Percent match or dollar amount required: _____

Does this proposal involve hiring of new personnel? Yes No

Does this proposal involve purchase of new equipment, including computers and software, or renovations?

Yes No

Does this proposal involve extending sabbatical leave, release time, or course reductions?

Yes No

Are animals, human subjects or biohazards involved? Yes No

Approvals

PD is responsible for getting the signatures below.

Project Director: _____

Longwood Co-Project Director: _____

Department Chair/Unit Director: _____

Dean: _____

Administrative Signatures

OSPR will obtain the signatures below as needed.

Office Sponsored Programs: _____

Grants & Contracts Office: _____

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"VP Cfo kplutcvqp"cpf "Hpcpeg: _____

Provost: _____