

FORT VALLEY STATE UNIVERSITY
OFFICE OF SPONSORED PROGRAMS
Proposal Submission Form

To the Author:

Please attach a copy of the proposal abstract, the RFP, and any reviewers' comments (if this is a re-application) to this form. After the completion of the shaded area (proposal documentation and submitting department signatures), submit this form and its attachments, to the Office of Sponsored Programs located in the Troup Building. Please allow at least ten (10) business days for the review and signature process. You will be contacted by the Office of Sponsored Programs when the process has been completed.

Document Information

Title: _____
 Author: _____ Funder's Due Date: _____
 Funding Agency: _____
 Funding Opportunity Number: _____
 CFDA: _____
 Is this a Sub-Award? No Yes
 Online Submission: No Yes please list required online signatory _____

Budget Information

Total Requested: _____ Indirect Costs Requested/Rate: _____ ! _____
 In-Kind Requirement: No Yes amount: _____
 Matching Requirement: No Yes amount: _____
 Flow Through Award: No Yes list agency: _____
 Release Time Approved: No Yes signature of VPAA: _____
 Library Acquisition: No Yes amount % : _____

I certify that this proposed project has been thoroughly discussed with my Department Chair or Area Supervisor and that I have not committed this institution to expenses which are not covered in this proposal except for in-kind contributions which have been agreed upon by all parties involved in the execution and management of this project. Further, if this proposal is accepted, I agree to comply with the terms of the award, including submission of all reports, budgets, and other required materials in a timely manner. I understand that if I plan to depart from FVSU prior to completing the terms of the award, my exiting procedure may be delayed until my final reports are completed, or until the project is officially reassigned to another coordinator.

I further certify I understand that all proposals for funding submitted on behalf of Fort Valley State University are and remain the Intellectual Property of the University. **Proposals not submitted ten days prior to agency deadline must have a written justification as to why the project is being submitted late.**

Principal Investigator	College	Department	Date
We have reviewed the proposal and/or discussed it with the author. We are satisfied that the project is sound and does not conflict with the stated mission of the institution or the University System of Georgia Board of Regents.			
Department Chair/Program Director	Date	Dean	Date

The signatures below will be secured by the Office of Sponsored Programs after the review process of the request for funding submission.

6 [dMad AXUvEba` eadWBchYGS_e/AEBfi Date	VP, Business and Finance Date
Provost/Designee Date	President/Designee Date