

External Grant Application Procedures

Required attachments: Project description, budget summary, and *External Grant Application Signature Page*

- Complete one *External Grant Application Form* for each project you are proposing
- Attach a brief project description and budget summary for the proposed project
- Attach *External Grant Application Signature Page*
- Sign the *External Grant Application Signature Page* as the “Project Director”
- Obtain signatures of your department chair and dean.

Following your completion of the above, representatives from the Office of Corporate and Foundation Relations will review these forms and obtain signatures from the: President, Vice President for University Relations, Vice President of Finance, Associate Vice President for Facilities Management, and Senior Vice President – Chief Operating Officer.

A completed *External Grant Application Form* should be submitted at least two weeks prior to any application deadline. A final, signed copy of your *External Grant Application Form* and all attachments will be mailed to you via campus interoffice mail.

Please contact Janet Lyons at Ext. 7715 with any questions about this process or the status of a particular request.

Office of Corporate and Foundation Relations
cfr@stetson.edu
386-822-7462 • Fax: 386-822-7484
DeLand Hall
421 N. Woodland Boulevard, Unit 8279
DeLand, Florida 32723

External Grant Application Form

Today's date:			
Project Title:			
Project Director:			
School/Department:			
Campus Unit #		Phone #	
Has this project been funded in the past?			
Proposed Starting Date:			
Proposed Ending Date:			
I have discussed this proposal with the Office of Corporate and Foundation Relations:		Circle one:	Yes No

Funding Source:	Solicitation #
Grant Amount Requested: \$	Program:
Grant Deadline:	
Award Notification Date:	

University Commitment:			
Type of Commitment	Circle One		Estimated Cost
University Matching Funds:	Yes	No	\$
Office Space:	Yes	No	\$
Office Furniture:	Yes	No	\$
Computer/Equipment:	Yes	No	\$
Faculty Release Time:	Yes	No	\$
Additional Support Staff:	Yes	No	\$
Support Staff Office Space	Yes	No	\$
Support Staff Office Furniture:	Yes	No	\$
Support Staff Office Equipment:	Yes	No	\$

If funded, money is to be:		
Placed into existing budget line #		
Placed into new budget line titled:		
Cash advance:	Circle one: Yes No	Date funds will be available:
Cash reimbursement:	Circle one: Yes No	Date funds will be available:

***Attach brief project description and budget summary**

External Grant Application Signature Page

Signatures obtained by the Project Director:

Project Director

Date Approved

Division/Department Chair

Date Approved

School/College Dean

Date Approved

Signatures obtained by Office of Corporate and
Foundation Relations:

President

Date Approved

Vice President for University Relations

Date Approved

Vice President of Finance

Date Approved

Associate Vice President for Facilities Management

Date Approved

Senior Vice President – Chief Operating Officer

Date Approved