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Revised: September 3, 2019
Reviewed: November 4, 2021

 EXTERNAL PROJECT SUPPORT

SUMMARY / APPROVAL FORM

*To be submitted* ***prior*** *to writing a project proposal*

The University recognizes that while projects can be significant financial resources for the University and its students, projects may also encumber the University with additional expenditures. In an effort to ensure all internal and external resources are considered, individuals must submit the information listed below **prior to** writing a project proposal for the University. The President and Vice President of Financial Affairs are the only individuals approved to execute contracts on behalf of the University. Individuals(s) must be notified by the Office of University Advancement of approval before submitting project proposals to another agency. The Office of University Advancement will forward a copy of this approval form to the Office of Financial Affairs. After project is awarded, the Principal Investigator will be responsible for monitoring project progress and reporting. All post-award project reporting must be submitted to the Business Office for reconciliation and approval by the Assistant Vice President of Finance (Business Manager) prior to submittal to the awarding agency.

Failure to following this procedure could result in funding being declined or the University may designate alternate project leadership.

**Date: Click here to enter text.**

Total Amount to Be Requested: Click here to enter text.

Proposed Source of Funds: Click here to enter text.

Proposed Project Title: Click here to enter text.

Identify which Athens State University Goal the project will help achieve:

Click here to enter text.

Expected Project Period (approx. dates):

From: Click here to enter text. To: Click here to enter text.

Overall Purpose of the Project/Benefits for Athens State University and its Students (if funded):

Click here to enter text.

Major obligations for Athens State University if the project proposal is funded:

Click here to enter text.

Will other entities (organizations, agencies, etc.) be proposed as partners with Athens State University?

[ ] Yes [ ] No If yes, list the agencies:

Click here to enter text.

**Exhibit 2**

 Will Athens State students participate? If so, how many?

 Click here to enter text.

Please list the Athens State University employees who are to be paid from this project. Are course release or overload costs built into this project?

Click here to enter text.

Are there administrative costs to be funded by the project? If so, how much?

Click here to enter text.

What direct or indirect costs will be asked of Athens (in kind or funds)?

Click here to enter text.

What will be reporting requirements? Click here to enter text.

What will be the role of the Finance Officer in providing audit or financial reports?

Click here to enter text.

Have you worked with University Advancement and Financial Affairs on your project and budget?

[ ]  YES [ ]  NO

[ ]  University Advancement – Who? Click or tap here to enter text.[ ]  Financial Affairs – Who? Click or tap here to enter text.

Project Lead: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean/Department Head\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice President (as appropriate): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice President for Academic Affairs/Provost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice President Financial Affairs: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice President University Advancement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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