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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 also encumber the University. In an effort to ensure all internal and external resources are considered, individuals must submit the information listed **below prior to writing and submitting 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. The Office of University Advancement will forward a copy of this approval form to the Office of Financial Affairs. After a project is awarded, the Principal Investigator is 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 prior to submittal to the awarding agency.

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

Date:

Total Amount to Be Requested:

Proposed Source of Funds:

Proposed Project Title:

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

Once completed, the original form with required signatures will be kept in the Office of University Advancement and a copy sent to the project lead and the Business Office.

Expected Project Period (approx. dates):

From:

To:

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

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

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

Yes No If yes, list the agencies

Exhibit 2

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

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?

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

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

What will be reporting requirements?

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

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:

Assistant Dean/Department Head

Vice President (as appropriate):

VP for Academic Affairs and Student Services/Provost:

VP for Financial Affairs:

VP for University Advancement:

President:

Once completed, the original form with required signatures will be kept in the Office of University Advancement and a copy sent to the project lead and the Business Office.