

**For all grant applications:**

Gather the completed application package:

- \_\_\_\_\_ 1 copy of final proposal/application package with budget
- \_\_\_\_\_ 1 copy of the funding agency's guidelines

Circulate a copy of the completed application package, with this form attached as the cover page, no later than five (5) working days prior to the grant mailing date. All approval signatures must be obtained prior to obtaining final application signatures and mailing the grant application.

**Project name:** \_\_\_\_\_

**Project developer/administrator:** \_\_\_\_\_

**FINAL APPROVAL Signatures (Please obtain in order)**

**Application package review by Director of Grant Development**

Grant Director \_\_\_\_\_ Date \_\_\_\_\_

**Budget review by Accounting Office**

Grant Accountant \_\_\_\_\_ Date \_\_\_\_\_

**Review by other stakeholder if needed**

\_\_\_\_\_ Date \_\_\_\_\_

**I approve the proposal as developed and support implementation if funded.**

Dean/Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Vice-President of Academic Affairs \_\_\_\_\_ Date \_\_\_\_\_