



OFFICE of SPONSORED PROGRAMS
& RESEARCH ADMINISTRATION
VALDOSTA STATE UNIVERSITY

Proposal Approval Form

Purpose and Importance of this Form: As the designated office and manager of grant funds for Valdosta State University, OSPRA must be notified in advance of all grant submissions. While the Proposal Approval Form notifies OSPRA of the Principal Investigator's (PI) intent and assists in office project management, it also ensures clear communication between the Deans, Department Heads, and PIs concerning the approval of grants and their components.

30 days prior to the grant submission due date, please complete the Proposal Approval Form, obtain appropriate signatures, and submit it to ospa@valdosta.edu.

Today's Date:

Proposal Due Date:

1. Proposal Title:

2. Funding Agency:

3. RFP URL:

(or attach document)

4. Principal Investigator(s)

PI Name:	Institution:	Department:	Email:
Co-PI Name:	Institution:	Department:	Email:
Co-PI Name:	Institution:	Department:	Email:

5. Brief Project Description:

6. Will the grant involve buying a faculty member(s) out of a course(s)?

Yes No

If yes, please indicate semester and year:

7. Does the funding agency require cost/in-kind matching?

Yes No

If yes, please provide additional details including the source for the matching dollar amount.

Signatures

These signatures indicate that the signers understand and support the proposal.

Principal Investigator:	Signature:	Email:	Date:
Department Head:	Signature:	Email:	Date:
College Dean:	Signature:	Email:	Date:
Provost:	Signature:	Email:	Date:

(Return this Proposal Approval Form to ospra@valdosta.edu for notification)