

Langston University Institutional Advancement & Development
Grant Routing Form
Private (501(c)(3) Status required) Grants

Procedure for Submission

To provide the greatest chance of success in securing grant monies, the Office of Institutional Advancement and Development offers the following guidelines for the routing of private (non-research) grant proposals.

All non-research grant proposals to external, public or private agencies, private foundations, organizations or other private entities that are being submitted through IAD and the Director of Corporate and Foundation relations, including those proposals that ultimately will require resources provided by Langston University, must be routed through IAD and the LU Foundation for approval prior to submission to the external agency.

Before beginning preparation of the proposal, the Director of Corporate and Foundation Relations, Judy Reyes-Henderson should be notified in writing (e-mail acceptable – jreyeshenderson@langston.edu) the name of the grant, funding agency, Principal Investigator (PI) as well as the proposal due dates.

A draft of the private (non-research) grant proposal (including the budget) along with the grant routing form signed by all relevant parties must be given to the Director of Corporate & Foundation Relations **at least seven (7) working days before it is due to the funding agency**. The CFR will obtain signatures from the VP for Academic Affairs, Comptroller, LU Foundation and the President and will electronically submit or mail the request on behalf of the university to the funding agency. You will be notified via email when your proposal has been electronically transmitted or mailed.

A copy of the full final private (non-research) proposal and budget will be provided to the PI within one week after submission to the agency. A copy will be kept on file within the IAD and LU Foundation offices.

Once the award has been secured, the following procedure will be followed:

- Award funds will be deposited in a LU Foundation account and transfers made to the university at appropriate times.
- Budget will be established in the new organization
- PI will be required to help prepare all program reports to awarding agency that will be submitted by the CFR Director
- The CFR Director will be responsible for submitting any financial reports required by the awarding agency.
- When the private (non-research) grant is complete the organization will be deactivated.

Langston University Institutional Advancement & Development
Grant Routing Form
Private (501(c)(3) Status required) Grants

Name of Applicant _____ Ext: _____ Bldg./Rm# _____

Unit/Department _____ Email _____

Co-Applicant _____ Ext: _____ Bldg./Rm# _____

Unit/Department _____ Email _____

Proposal Title: _____

Period of the Grant: _____

Purpose of the Grant: ___ Capital Improvement ___ Equipment ___ Other

If other, explain _____

Foundation to which you are applying: _____

Amount Requesting: _____

Does Foundation for which you are applying require a President Support Letter? ___ Yes ___ No

REQUIRED SIGNATURES

_____ Date _____

Applicant

_____ Date _____

VP Academic Affairs

_____ Date _____

Department Chair

_____ Date _____

VP Fiscal Affairs/Exec. Director, Foundation

_____ Date _____

Dean/Unit Director

_____ Date _____

Assistant VP for Development (IAD)

_____ Date _____

Director, Corporate & Foundation Relations (IAD)

The routing form must be signed by all relevant parties and given to the Director of Corporate & Foundation Relations at least seven (7) working days before it is due to the funding agency. The CFR will obtain signatures from the VP for Academic Affairs, LU Foundation and the Assistant VP for Development and will electronically submit or mail the request on behalf of the university to the funding agency. You will be notified via email when your proposal has been electronically transmitted or mailed.