

**Faculty and Staff**

**Grant Pre-Approval Form**

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| * The Grant Pre-Approval Form must be completed, with the required signatures (written not electronic), prior to any contact with a potential government, foundation or corporate funding source.
* Completed Grant Pre-Approval Form should be submitted to University Advancement at least 90 days prior to funding deadline.
* Provide a brief project abstract and total possible amount to be awarded
* Send form, abstract, and RFP as an email attachment to: development@saintleo.edu
* Questions? Please contact University Advancement at (352) 588-8355 or development@saintleo.edu
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| Project Manager/Principal Investigator: | Phone: |
| Department/College: | **Email:** |
| Type of Application:  Private/Industry Government Local State F Federal      Foundation  | **Submission Deadline:** |
| Name of Funding Entity: |  |
| Project Title: |
| Project Period: Proposed Start Date: Proposed End Date: |
| Source of matching funds (if applicable): Grant Other, please explain   |
| Purpose of funding: |  Equipment  |  Academic Program  |  Special Project  |  Research  |  Other  |
| If Other, please explain: |
| Proposal Type: |  Pre-Proposal  |  New Proposal  |  Renewal  |  Continuation  |  Supplement  |
| Will additional funding from university resources be required at the conclusion of grant funding? (If yes, you must have the Vice President of Business Affairs and CFO signature). |  Yes No   |
| Does your project require IRB (Institutional Review Board) approval?  |  Yes No    |
| Does your project require IACUC (Institutional Animal Care and Use Committee) approval? |  Yes No    |
| Does your project require additional space? Renovations to space? Special Equipment? (If yes, you must obtain approval from the Facilities Committee Chair and Vice President of Business Affairs).   |  Yes No   |
| Project Manager/Principal Investigator Signature | Date |

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| Required Signatures Needed for Faculty/Staff Requests: |
| Department Chair or Director Date |
| Dean of College Date |
| Attachments (Required) 1. Please provide a brief description of the project.2. Total Amount Proposed: What is the total possible amount to be awarded?To Be Completed By Advancement TeamController Date |

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| Vice President of University Advancement DateFor more information contact: University Advancement at (352) 588-8355 or development@saintleo.edu |
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