

## Routing External Grant Proposals via Email

In order to accommodate electronic email and routing approvals, routing paper copies of external grant budgets and proposals in order to obtain internal approvals evidenced by actual signatures will no longer be required.

Until further notice, all grant budgets and proposals will be routed electronically via email for review and approval. The faculty member serving as the grant's principal investigator or project manager will initiate the email routing process. The email must include an attachment containing all grant proposal documentation. In addition to providing the proposal's submission deadline date on the proposal and routing form, the originator should provide the submission deadline date in the body of the initial email that is sent to begin the routing process.

Each reviewer will conduct their review and then forward the proposal via email to the next reviewer providing their approval in the body of the email (in lieu of an actual signature on hard copy). All email approvals signify the same assurances as outlined on the signature page of the proposal budget routing form. If any reviewer is unable to provide their approval, they will forward the email thread back to the originator and provide an explanation as to why they can't provide their approval, along with any corrective action that may be necessary. The email routing and forwarding will follow the given sequence:

1. Faculty member serving as Principal Investigator (PI)
2. Department Chair (if applicable)
3. Dean of College or School
4. Advancement (for private sponsors as applicable, [dean.hickey@wne.edu](mailto:dean.hickey@wne.edu), with a copy to [gina.moore@wne.edu](mailto:gina.moore@wne.edu))
5. Director of Grants ([randall.hoskinson@wne.edu](mailto:randall.hoskinson@wne.edu))
6. Controller's Office ([rosanne.mastrangelo@wne.edu](mailto:rosanne.mastrangelo@wne.edu))
7. Associate Provost ([josephine.rodriquez@wne.edu](mailto:josephine.rodriquez@wne.edu))

Assuming all reviewers provide their approval, the Provost's Office will provide a final email forward to the originator indicating full internal approval has been obtained and the faculty member is authorized to submit the proposal and application to the sponsor. The final email will originate from the Associate Provost ([josephine.rodriquez@wne.edu](mailto:josephine.rodriquez@wne.edu)).

In order to assist reviewers in identifying emails that contain a grant proposal that is being routed for review, the original email to initiate the review should contain a standard identifier in the email subject line as follows: **"External Grant Proposal: Faculty Member Name – Sponsor/Project"**. For instance, if Professor Grant Seeker were initiating the routing of a new National Science Foundation (NSF) proposal on COVID-19, the email subject line would be **"External Grant Proposal: Grant Seeker – NSF/COVID-19 Grant"**.

The University's internal routing form, proposal budget and all other supporting grant documents (statement of work, budget justifications, etc.) should be attached to the email as a **single PDF document** so that each reviewer does not have to open multiple attachments in order to conduct their review.

For questions on the above process, please contact the following:

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Director of Grants  
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