
Truman State University
Submitting a Proposal: How to Obtain Institutional Approval

At Truman State University, the Principal Investigator (PI) is responsible for development and preparation of a proposal for routing and submission to external sponsors. Investigators should inform the Office of Grants and Foundation Relations of an in-progress proposal as early in the preparation phase as possible, and work closely with that Office to ensure that all institutional guidelines are met.

Once the proposal is completed, the PI must complete a copy of the "External Funding Source Approval Form", which is available on the Grants Office website at grants.truman.edu. This form is Truman's routing and approval form. The PI should have his Division Head or supervising administrator sign the bottom of the form, then bring a complete copy of the proposal, the budget, and the External Funding Source Approval Form to the Grants Office.

The Grants Office will review the proposal to ensure that all institutional requirements have been met, then will sign off on it and take the proposal to other offices where approval is required. The four signatures needed to approve a proposal for off-campus submission are those of the Division Head, the Grants Office, the Business Office, and the Vice President for Academic Affairs. The Office of Grants and Foundation Relations should have at least three working days to process a proposal for submission.

Once all approval signatures are complete, the proposal will be returned to the Investigator for photocopying and mailing to the sponsor. When the funding organization informs the Investigator whether the proposal was funded or not, the Investigator should share that information with the Grants Office so the next appropriate steps can be pursued.

Truman's Internal Proposal Approval and Submission Process

