



## Grant Routing Sheet

Vice Chancellor of Business Services FHDA

All new Grant Applications (Phase II) and Grant Agreements/Contracts (Phase III) need to be approved by the Vice Chancellor, Business Services

Questions? Visit <http://business.fhda.edu/grants/>

**Grant/Project Title:** \_\_\_\_\_

**Grantor/Agency:** \_\_\_\_\_

**Funding Source (must check one):**    **Federal Grant**    **State Grant**    **Local Grant**

**Grant Amount:** \$ \_\_\_\_\_

**Type (must check one):**

Phase II – New grant application

Phase II – Resubmission of grant application

Phase III – Post Award: New Grant Agreement/Contract or Award Letter <sup>(1)</sup>

Phase III – Post Award: Existing Grant Amendment or Renewal <sup>(1)</sup>

**Please specify reason for Grant Amendment:** \_\_\_\_\_

<b>Please obtain approvals in the following order:</b>	<b>Signature</b>	<b>Date</b>
1. Project Director (PD)/Principal Investigator (PI) _____	_____	_____
2. Financial Manager/Division Dean _____	_____	_____
3. Area Vice President _____	_____	_____
4. VP of Finance/Administration _____	_____	_____
5. Grants Office _____	_____	_____
6. Vice Chancellor, Business Services* _____	_____	_____

*\*Required prior to beginning work on the application or grant.*

**Date Received by Business Services Office:** \_\_\_\_\_

Final application package or grant agreement will be returned to the *Project Director (PD)/Principal Investigator (PI)*. If you would like the application or contract to be returned to someone else, please specify.

**Name:** \_\_\_\_\_ **Campus:** \_\_\_\_\_ **Department:** \_\_\_\_\_

<sup>(1)</sup> **For Phase III – Post Award: Grant Agreements/Contracts**

For grant agreements/contracts in the amount of **\$20,000 - \$96,699:**

- After the grant agreement is reviewed and signed by the VC of Business Services, it will be placed on the Board Agenda, Ratification of Contracts and Agreements.
- Once the Board of Trustees has ratified the contract, it will be stamped with the date of approval and **sent back to the Originator (as listed above)**. A copy will be filed in Business Services.

For grant agreements in the amount of **\$96,700+:**

- After the VC of Business Services reviews the contract, it should be placed on the Board of Trustee's Agenda as a separate agenda item. Contact your Vice President's Office for details.
- Once the Board of Trustees has approved the contract, the VC of Business Services will sign the original contract. It will be stamped with the date of approval and **sent back to the Originator (as listed above)**. A copy will be filed in Business Services.