

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, a 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 same sequence as the signature order on the paper form:

1. Faculty member serving as Principal Investigator (PI) or Project Director
2. Department Chair (if applicable) for PI
3. Dean of College or School for PI
4. Advancement (for private nonprofit sponsors as applicable) dean.hickey@wne.edu with a copy to jonathan.edwards@wne.edu
5. Controller's Office noel.skerry@wne.edu
6. VP for Finance & Administration basil.stewart@wne.edu
7. Senior VP for Academic Affairs and Provost maria.toyoda@wne.edu

Assuming all reviewers provide their approval, the Provost will provide email forwarded 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 Provost (maria.toyoda@wne.edu)

In order to assist reviewers in identifying emails that