

Routing process. The email should include an attachment containing all grant proposal documentation. In addition to providing the proposal's submission deadline date on the proposal and in the routing process, the originator should provide the submission deadline date in the body of the initial email.

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 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 gina.moore@wne.edu
5. Controller's Office rosanne.mastrangelo@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 an 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 (mailto:Provost@wne.edu). For instance, if

of a new National Science Foundation (NSF) proposal
Internal Grant Proposal Grant Seeker- NSF/COVID-19

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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