



# 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 II – Post Award: New Grant Agreement/Contract or Award Letter <sup>(1)</sup>
- \_\_\_ Phase III – Post Award: Existing Grant Amendment <sup>(1)</sup>

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

Please obtain approvals in the following order:	Signature	Date
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.