

Next Steps

- **Step 3:** Forward this completed form to Christy.Burner@fairmontstate.edu
- **Step 4:** OSP will obtain signatures through SignNow and will issue an email once the form is approved.
- **Step 5:** Consult with OSP as you develop your proposal and budget.
- **Step 6:** Secure any institutional commitments (e.g. IRB approval, Physical Plant, URM, IT, etc.).
- **Step 7:** Complete [Proposal Certification Form](#) and forward to OSP along with final draft of proposal narrative and budget at least 5 business days prior to deadline.
- **Step 8:** Work with OSP to submit proposal.

Signatures on this form signify agreement to permit the Principal Investigator(s) to proceed with development of the grant proposal. Signatures below do not imply authorization or commitment of funds, resources, equipment, personnel, etc. for this project.

Principal Investigator	<input type="text"/>	_____	_____
	Name	Signature	Date
Co-PI(s)	<input type="text"/>	_____	_____
	Name	Signature	Date
	<input type="text"/>	_____	_____
	Name	Signature	Date
Department Chair(s)	<input type="text"/>	_____	_____
	Name	Signature	Date
	<input type="text"/>	_____	_____
	Name	Signature	Date
Dean(s)/Director(s)	<input type="text"/>	_____	_____
	Name	Signature	Date
	<input type="text"/>	_____	_____
	Name	Signature	Date
Office of Sponsored Programs	<input type="text"/>	_____	_____
	Name	Signature	Date
President of Foundation (when applicable)	<input type="text"/>	_____	_____
	Name	Signature	Date
Provost (when applicable)	<input type="text"/>	_____	_____
	Name	Signature	Date
Finance & Administration	<input type="text"/>	_____	_____
	Name	Signature	Date