

Curriculum Innovation Grant ROUTING SHEET

APPLICANT(S):

APPLICANT DEPARTMENT(S):

PROJECT TITLE:

Have you received a previous Curriculum Innovation Grant?

No.

Yes, I received the grant in _____ (insert year). My Final Report was Filed Not filed

Application Deadlines: The applicant(s) must fully complete the application paperwork and upload a project description, CVs, previous grant reports, and any appendices using the Curriculum Innovation Grant Google Form, by 4:30 PM on the day of the deadline. Applicants will need to submit copies of all of their application documents, a completed budget sheet, and this routing sheet with their signature, to their department chair for approval of their proposal. Applicants will be given until the following Friday to obtain the necessary signatures of approval from both their department chair and dean. It is highly encouraged that applicants for this grant, try to obtain all signatures and ensure their routing sheet is emailed to cig@oswego.edu before the deadline.

Applicant Signature

Date

Applicant Signature

Date

Department Chairs and Deans:

It is the responsibility of the applicant's chair to review the application documents, approve or disapprove, and deliver a copy of the application and signed routing sheet to the appropriate dean. The applicant's dean will then review the documentation, approve or disapprove, and email the fully signed routing sheet to cig@oswego.edu. **The administrative sign-off procedure must be completed by the Friday immediately following the application deadline.** If the routing sheet has not been received by Thursday, the applicant will be notified by ORSP and will be required to follow up on the status of their routing sheet.

Department Chair/Director Signature

Date

Department Chair/Director Signature

Date

Dean Signature (*Dean signature denotes support*)

Date