



# ROUTING SHEET FACULTY SCHOLARLY AND CREATIVE ACTIVITY (SCA) GRANT

Applicant(s):

Applicant Department(s):

Project Title:

Check one: New Faculty  Experienced Faculty  (\*Faculty are considered new up to one year before the application for tenure.)

Have you received any university-funded grants?

Yes  No  If yes, when?

Have you submitted all reports? Yes  No

**Application Deadlines:** The applicant must fully complete the application paperwork and upload a project description, CV, previous grant reports, and any appendices using the Faculty SCA 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 [scac-admin@oswego.edu](mailto:scac-admin@oswego.edu) before the deadline.**

Applicant Signature

Date

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 [scac-admin@oswego.edu](mailto:scac-admin@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

Date

Dean

Date

**ORSP will be responsible for obtaining the following signatures.**

Chair, SCAC

Date

Provost

Date

\*If the faculty member has received any university-funded grant before, the latest report of that work must accompany this application.