

Authorization to Submit Grant Application

All Authorization to submit forms must be accompanied by the following proposal documents: 1) a 1-page abstract of the project; 2) proposal narrative; 3) detailed budget; and, 4) budget narrative. **Completed forms must be returned to the Grants Development and Management Office at least seven (7) business days prior to the application due date to allow for timely routing and signature.** Signees will be notified if changes in project scope or budget modifications in excess of 5% are made after granting authorization to submit.

Certifications

I certify the information provided is accurate and complete to the best of my knowledge. If this proposal results in a grant, contract or cooperative agreement, I will accept full responsibility for the implementation, execution and management of the project.

Name/Title of Primary Contact	Signature	Date
Name/Title of Primary Contact's Supervisor	Signature	Date

Institutional Review

The following have reviewed the attached proposal documents and agree the proposed project and budget are appropriate to the mission and goals of Chaffey College and sufficient to support the proposed activities.

Institutional Research

Institutional Research Authorized Representative	Signature	Date
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Facilities and Space Requirements

Executive Director of Administrative Services	Signature	Date
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Technology

Executive Director of Administrative Services	Signature	Date
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Personnel

Director of Human Resources	Signature	Date
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Budget

Executive Director of Budgeting Services	Signature	Date
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Authorization to Submit

Vice President for Administrative Services	Signature	Date
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Assoc. Superintendent or Vice President for Requested Area	Signature	Date
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Superintendent/President	Signature	Date
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Foundation (private monies)	Signature	Date
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Grants Development & Management (all monies)	Signature	Date
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