

# Missouri State University Foundation

## Foundation Relations Internal Approval Form

### 1. General Information

<b>Project Title</b>				
<b>Principal Investigator / Project Director</b>	<b>Dept/Unit</b>	<b>College</b>	<b>Phone Number</b>	<b>Email</b>
<b>Co-PI/PD (if applicable)</b>				
<b>Project Period From:</b>	<b>To:</b>			

### 2. Grantmaking Organization Information

<b>Organization/Foundation Name</b>	<b>Website</b>	<b>Grant Request Due Date</b>
<b>Contact Person (if applicable)</b>	<b>Phone Number</b>	<b>Email</b>
<b>Have you worked with this organization before? If so, when?</b>		

### 3. Description and Justification for project

### 4. Budget

<b>Total Funds Requested</b>	
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By signing the Internal Approval Form, parties agree that this request has been reviewed with respect to academic requests and is consistent with applicable MSU Foundation funding policies

Title	Signature	Date
<b>Principal Investigator / Project Director</b>		
<b>Unit Vice President or Dean</b>		
<b>Director or Department Head (if applicable)</b>		

### **Instructions for Submitting the Internal Approval Form**

1. Principal Investigator or Project Director should complete all information on the Internal Approval Form, other than the signature section.
2. Principal Investigator or Project Director should electronically sign in the appropriate space.
3. The form should then be sent to the Unit Vice President or Dean that the Principal Investigator/Project Director reports directly to. This person should electronically sign in the appropriate space.
4. The form should then be sent to a Director or Department Head that may need to know about the project and any funds that are being requested (if applicable). This person should electronically sign in the appropriate space.
5. The completed form should then be sent to Debbie Branson, Director of Foundation Relations at [DebbieBranson@MissouriState.edu](mailto:DebbieBranson@MissouriState.edu)