Office of Corporate and Foundation Relations
Proposal Submission Approval

Please complete and submit to:
Director of Corporate and Foundation Relations
One Park Place
Suite 752
Atlanta, GA 30303
All solicitations of $10,000 or more must be cleared in advance.

Name: _Professor John Doe_____
College: _Art and Science_____
Department: _ABC_____
Tel: _1-9999_____

Solicitation

Amount: _$50,000_____
Prospect: _XYZ Foundation__
Contact Person: _Jane Smith_____
Subject: _Research Title
Deadline: _04-04-05_____

Commentary: (include rationale for approach and type of funding requested)
We were invited to apply for this grant by XYZ. After an initial conversation with Ms. Smith, a more formal meeting was arranged at which point the basis of a proposal was formulated. The funding, which will fund program related matters, is initially for three years with the option of re-applying in 2008. There are 3 formal reports required through the year (April 30, August 30 and December 30).
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Final Approvals:

		Date
Dean/Unit Head	_____	_____
Director of Corporate and Foundation Relations	_____	_____
Vice President for Development	_____	_____
President *(for all gifts of $100,000 and above)*	_____	_____

SAMPLE