

Grant and External Sponsorship Guidelines

Student Affairs and Enrollment Management value collaboration, relationships, and stewardship of student fees. Staff are encouraged to pursue grants or external sponsorship. These guidelines will facilitate this process. Allow appropriate time for all steps in the process to occur.

Process Steps

Prior to requesting a grant or external sponsorship:

- Determine how the funding will be used. All requests must have a specific purpose, such as a paying the expenses for a program, purchasing of equipment, etc.
- Complete the Grant & External Sponsorship form and submit to your supervisor for review and signature of support. Please keep responses as brief as possible. The completed and signed form is considered the initial request to proceed with the application or solicitation process. The signed form must be forwarded through department and unit leadership (Supervisor, Director, Associate Vice Provost) for review and signature of support. Full application materials do not need to be completed prior to approval of the initial request to proceed
- Approval of the initial request to proceed with the application or solicitation process by the Vice Provost is required to move forward.
- The requesting department is responsible for maintaining copies of the completed forms with appropriate signatures.

Following approval of the initial request:

- Contact the NDSU Sponsored Programs office for guidance and to ensure compliance with university requirements. In general, all applications/requests for funds from external entities must be processed through the NDSU Sponsored Programs office, and include a [Proposal Transmittal Form](#) along with the application.
Please note that the Sponsored Programs office will need finalized applications at least 2-3 days prior to the deadline for grant application as posted by the sponsor.
- Prepare the grant application materials, or the request to be presented to the sponsor.
- All grant application documents must be reviewed by the immediate supervisor, department leadership, and the respective unit head.
- For Grant Applications, request signatures for the Proposal Transmittal Form (up to and including the Provost) and submit final application materials to the NDSU Sponsored Programs Office to complete the process.