Appendix A **Funding Proposal Submission Process**

PROJECT IDEA/ OPPORTUNITY ASSESSMENT

Responsibility: Project Lead Consultation: IDEAWORKS Initial Approval: Sponsor/Manager

NO-GO proposal ends

GO/NO-GO

Expedite Notice (as Required) Project Lead

PROPOSAL CONCEPT/(1-pager)

Responsibility: Project Lead

Consultation: IDEAWORKS, Finance,

Facilities, IT

Approval: Sponsor/Manager

PROPOSAL DEVELOPMENT

Responsibility: Project Lead

Meet with: Internal/external Stakeholders, Partners, Facilities, Finance, HR, IT, Legal, Ops Manager Outline: Activities, Resources, References, Funding Agency, Timing, Budget, REB approval (as

required)



INITIAL DRAFT/STAKEHOLDER FEEDBACK

Responsibility: Project Lead



FINAL DRAFT FOR REVIEW

Responsibility: Project Lead Approval: FINANCE, VP, Sponsor/Manager, Legal



COMMITMENTS/SUPPORT LETTERS

Responsibility: Project Lead Approval: VP, Sponsor/Manager



SIGN-OFF/SUBMISSION/COPIES

Responsibility: Project Lead, Copies to Legal, IT, IDEAWORKS, Institutional Research, CTL Approval: see Routing Sheet



TRACK IN METRICS

Responsibility: Project Lead Consultation: IDEAWORKS



DISSEMINATION/COMMUNICATIONS

FUNDING SOURCES/College Contribution

PARTNERSHIPS AND CONTRIBUTIONS

Responsibility: Project Lead

Initial Approval: Sponsor/Manager

Responsibility: Project Lead

Consultation: IDEAWORKS

Approval: Sponsor/Manager

Responsibility: Project Lead Consultation: IDEAWORKS

