

Rowan University

Corporate, Foundation, Organization Proposal Approval Form

In order to promote a fundraising culture on campus by encouraging faculty to seek private support, the University has recently streamlined the proposal submission process for corporations and foundations. Corporate and foundation proposals should be submitted with this form to Eileen Moran, Director of Development, for endorsement and processing by the Rowan University Foundation. Only the Executive Director of the Rowan University Foundation has the authority to submit proposals to corporations and foundations.

This form should be used for all university, college, institute and department proposals including the clinic affiliates program. This form may also be used for University Advancement initiated government proposals. Research proposals by an individual faculty member to be submitted to a government or private funding source follow a different procedure and are processed by the Office of Government Grants and Sponsored Projects.

Please notify Eileen of your intent to submit a proposal as far in advance as possible to avoid any conflicts with other campus initiatives designated for the same funder.

Need Help? Call or e-mail Eileen - 256-5404 or moran@rowan.edu.

Please complete section 1:

1. Proposal Information

Project Director _____ Dept./College _____

Project Title _____

Prospective Funder _____

Amount requested from Funder _____

Rowan University Financial Commitment & Explanation
(please note that indirect costs usually cannot be charged to corporate and foundation funders)

Project Director's Signature _____ Date: _____

1A. Approval to be secured by Project Director:

Dean/Director _____ Date _____

After obtaining the necessary signature, please deliver the proposal to the Development Office, Bagg Alumni Center, 320 Whitney Avenue. Please provide five working days notice to ensure funder deadlines are met. The Development Office will be responsible for proposal submission, providing the relevant Rowan University Foundation attachments and distributing copies of the proposal to the Provost, Office of Government Grants and Sponsored Research, and other administrators as applicable.

2. Rowan University Foundation Approval:

Signature _____ Date: _____ (Form 2000B)

