

## Proposal Approval Policy for Faculty and Staff

Eileen Moran  
Director of Development  
Bagg Alumni Center, 2<sup>nd</sup> Floor  
320 Whitney Avenue  
(856) 256-5404  
(856) 256-5406 fax  
[moran@rowan.edu](mailto:moran@rowan.edu)

James Morrison  
Director, Office of Government Grants  
& Sponsored Projects  
Bole Annex  
(856) 256-4058  
(856) 256-4425 fax  
[morrison@rowan.edu](mailto:morrison@rowan.edu)

At Rowan University the Offices of Corporate and Foundation Relations and Government Grants and Sponsored Projects have slightly different missions, but are nevertheless committed to working collaboratively to achieving our institutional objective of increasing external funding for University and faculty projects.

### **Office of Corporate and Foundation Relations (OCFR), Division of University Advancement**

The Office of Corporate and Foundation Relations utilizes corporate and foundation fundraising to achieve college, institute and university-wide priorities in fulfillment of the mission of the University. OCFR processes and submits proposals on behalf of the Rowan University Foundation. The Rowan University Foundation is the designated philanthropic arm of the University and the holder of the 501(c)3 (non-profit) designation and all proposals containing any philanthropic intent must be submitted by the Foundation. This includes:

- 1) All proposals to corporations and foundations with the exception of proposals by individual faculty member or staff when the primary purpose of the proposal is research.
- 2) All Clinic Affiliates proposals.
- 3) University Advancement initiated government proposals.

Some examples:

- 1) A proposal to the Coca-Cola Foundation for the "Attracting Women into Engineering" Program.
- 2) A proposal to Electric Mobility for a stairclimber project in engineering clinics.
- 3) A proposal to the NEA for the Center for the Arts -- developed, written and facilitated the Office of Major Gifts.

Please use and follow the approval process on form 2000A, attached.

### **Office of Government Grants and Sponsored Projects (OGGSP), Division of Academic Affairs**

The Office of Government Grants and Sponsored Research assists faculty with proposal development and processes faculty-initiated government proposals as well as individual faculty members' research proposals to corporations and foundations. This includes:

- 1) All faculty and staff developed proposals submitted to federal, state and regional agencies, with the exception of proposals sponsored by University Advancement.
- 2) All faculty and staff -initiated proposals with research as the primary purpose.

Some examples:

- 1) A proposal to the Petroleum Research Fund from an individual faculty member to support his or her research on polymers.
- 2) Proposal to the Lindback Foundation for the Minority Junior Faculty Research Grant.
- 3) Proposal to NASA for a faculty member's research project.

Please use and follow the process on Form 2000B, attached.

**Need help determining how your proposal should be processed? Call Jim at 256-4058 or Eileen at 256-5404 for assistance.**

