

ROUTING SHEET FACULTY-STUDENT CHALLENGE GRANT

Faculty Applicant(s):
Applicant Department(s):
Project Title:
Check one: New Faculty Experienced Faculty *(Faculty are considered new up to one year before the application for tenure)
Have you received any previous SCA Award (regular Faculty or Student Grant, Challenge, FMG, ESP)?
Yes No If yes, when?
Have you submitted reports for all prior awards? Yes No
Student Applicant Information:
Name (if known):
Check one: Undergraduate Graduate Graduation date (month/year):
Major:

Needs summer housing? Yes No

Application Deadlines: The applicants must fully complete the application paperwork and upload a project description, CVs, previous grant reports, and any appendices using the Faculty-Student Challenge Grant Google Form, by 4:30 PM on the day of the deadline. Applicants will need to submit copies of all of their application documents, a completed budget sheet, and this routing sheet with their signature, to their department chair for approval of their proposal. Applicants will be given until the following Friday to obtain the necessary signatures of approval from both their department chair and dean. It is highly encouraged that applicants for this grant, try to obtain all signatures and ensure their routing sheet is emailed to scac-admin@oswego.edu before the deadline.

Student Applicant Signature

Date

Department Chairs and Deans:

It is the responsibility of the applicant's chair to review the application documents, approve or disapprove, and deliver a copy of the application and signed routing sheet to the appropriate dean. The applicant's dean will then review the documentation, approve or disapprove, and email the fully signed routing sheet to **scac-admin@oswego.edu**. The administrative sign-off procedure must be completed by the Friday immediately following the application deadline. If the routing sheet has not been received by Thursday, the applicant will be notified by ORSP and will be required to follow up on the status of their routing sheet.

Department Chair

Date

Date

Dean

Date

<u>NOTE</u>: If the faculty member has received any Scholarly and Creative Activity award before, the latest report of that work must accompany this application. Any reports for a previous closely related grant must be included as well.