

Missouri State University[™] Foundation

Instructions for Submitting the Internal Approval Form

1. Principal Investigator (PI) or Project Director (PD) should complete all information (use Text tool) on the Internal Approval Form, other than the signature section.
2. PI or PD should sign in the appropriate space and then send the form to a Director or Department Head who may need to approve of the project and funds that are being requested (if applicable). This person should sign in the appropriate space.
3. The PI/PD or Director/Department Head should send the form to the Unit Vice President or Dean to whom the Principal Investigator/Project Director reports. This person should sign in the appropriate space.
4. Send the completed form to Debbie Branson, Director of Foundation Relations at CFR@MissouriState.edu.

MSU Foundation Procedures

- The Internal Approval Form must be completed and received in the Foundation Relations office prior to the submission of an application/proposal.
- Faculty/Staff shall not submit proposals, applications or reports, but should collaborate with the Director of Foundation Relations to create and edit content.
- When a funding organization requires 501(c)(3) nonprofit status, the MSU Foundation's Director of Foundation Relations shall serve as the official submitting party and primary contact for the proposal or application package.
- The Director of Foundation Relations will submit all required reports on behalf of the PI/PD throughout the grant or gift agreement period and support post award administration of awarded funds.
- The PI/PD shall work in coordination with MSU Foundation Accounting staff and the Director of Foundation Relations to prepare all proposal budgets and post-award financial reports to ensure accurate and up to date reporting.
- Gift and grant funds will be processed and placed in an MSU Foundation account. The Director of Foundation Relations will notify the recipient of the account designation code and number.
- Administrative Fees are charged to all non-scholarship current restricted cash gifts and grants at the following rates. Please build this amount into grant budgets.

\$1 -\$999	5%
\$1,000 - \$9,999	3%
\$10,000 - \$24,999	2%
\$25,000+	1%

- Per the [Administration of External Funding Policy \(Op8.28\)](#), proposals and applications that cannot be processed through the MSU Foundation (does not require 501(c)3) will be directed to the Office of Research Administration.
- Public Announcement(s) related to a gift or grant must be sent to the Director of Foundation Relations for approval by the Missouri State University Foundation.
- Direct questions to the Director of Foundation Relations, DebbieBranson@MissouriState.edu, 417-836-4225.

FORM BELOW ON NEXT PAGE

Missouri State University[™] Foundation

Foundation Relations Internal Approval Form

(Use TEXT tool to complete)

General Information

Project Title				
Principal Investigator / Project Director	College	Unit	Phone Number	Email
Co-PI/PD (if applicable)				
Project Period (list academic semesters, AY OR calendar year starting and ending dates)				

Grantmaking Organization Information

Organization/Foundation Name	Website	Grant Request Due Date
Contact Person (if applicable)	Phone Number	Email
Have you worked with this organization before? If so, when?		

Project Description and Case Statement

--

Budget

Total of Funds Requested	
--------------------------	--

By signing the Internal Approval Form, parties agree that this request has been reviewed with respect to academic requests and is consistent with applicable MSU Foundation funding policies and procedures. (Use PEN tool to sign)

Title	Signature	Date
Principal Investigator / Project Director		
Director or Department Head (if applicable)		
Unit Vice President or Dean		