

# RDC Small Grants Program

## Authorizing Signatures Page

Research projects involving human subjects, animals, hazardous materials or any of the following listed items can be submitted to the RDC without the relevant approvals in place. If the project is funded, approvals must be obtained by the appropriate University committee **before** funds are released.

After completing the application, print the application as instructed. A paper copy of the entire application must be routed for review and approval signatures through the appropriate chair(s) and dean(s) before it will be forwarded to the Committee for review. Send or deliver the fully signed routing and application forms to the RDC Small Grant Program, c/o Office of Research and Sponsored Programs, Box 70565, Ada Earnest House.

Do not edit your electronic application between the time of printing the final copy of your application for authorizing signatures and the time of officially submitting your electronic application.

After you have submitted your application AND after the Office of Research and Sponsored Programs has received the hard copy of the application and fully signed authorizing signature page, your application will be made available to the RDC Committee for review.

Reviews will be conducted according to when the signed applications are received.

All signed applications received by the last working day of a given month will be reviewed and decisions communicated by the last working day of the next month. Hopefully, speedier review will be a priority and results communicated as soon as possible. Award letters will be sent in writing and by email to all successful grant applicants. Unsuccessful applicants also will be notified.

### REMINDER

RDC Small Research Grants are awarded on a first come, first serve basis and on the basis of justification of specific needs to carry out the research. There are specific guidelines regarding format and content of the application. **Grant proposals that do not follow the guidelines will not be reviewed.**

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Principal Investigator

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Co-Investigator

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Department Chair

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Department Chair

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Dean

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Dean