

**ROUTING COVER
SHEET**

FROM:	Vincenzo Cassella, Director of Office of Sponsored Research & Programs	
TO:	Gail Spangler, Comptroller & Treasurer	
	Borree Kwok, Associate Provost of Administration	
	Dr. Michael L. Adams, Provost & VP for Academic Affairs	
	Sandy P. Connolly, Chief Financial Officer & Vice President for Business <i>(Only if Cost Share is Required)</i>	

DATE:**OSRP File #:****RE: External Funding Application**

The attached application has been properly processed through the appropriate unit head(s) and the Office of Sponsored Research and Programs. The proposal is now ready for your review and approval.

External Sponsor: Prime/ Pass Thru:				
Title of Proposal(s):				
Amount Requested:	\$		Due Date:	
PI/Co-PI: PD/Co-PD:				
Proposed Performance Period:	From:		To:	
Director's Comments:				
Reviewer Comments:				