**Fraser Health Institutional Signature Checklist**

(for research grant applications to external funding agencies)

|  |  |
| --- | --- |
| **Required Item** | **Check off** |
| Project Proposal  (note: this can be in draft form, applicant can continue working on it while Fraser Health signature is being obtained) |  |
| Application Forms  (filled out as required by funding agency, including all signatures\*\* with the exception of Fraser Health institutional signature) |  |
| Final Budget  (note: budget cannot change once Fraser Health signature is in process) |  |
| [Fraser Health Grant Application Approval Form](file:///C:\Users\sseto\AppData\Local\Microsoft\Windows\INetCache\Content.Word\2017%2007%2010%20V.%202.0%20FH%20Grant%20Application%20Approval%20Signature%20Form.doc)  (signed by applicant’s Director or Executive Director; not required if funder application form asks for the same signature) |  |
| Letter of Support from Director or Executive Director  (note: only required if any Fraser Health resources are being promised in the budget, either cash or in-kind contribution, including staff time. The letter should specifically refer to the Fraser Health budget items) |  |