

[Your Department Header]

**To:** Chair, CTRGC

**Through:** Director, OR-NSU

**From:** You [Your Signature]

**Subject:** CTRGC 2019-2020 Grant Application

[Basic statement submitting grant application]

**Attachments** (Grant Proposal Documents):

1. \*\*
2. \*\*
3. \*\*
4. \*\*

**CC:**

1. Department Chairman
2. School Research Coordinator
3. School Dean