

Colgate University Grant Application Approval

Please **complete and sign** this form, attach draft proposal including budget, and route in the order of the reviewers listed on verso.

Submission format: Electronic Paper

The form, proposal, and budget are due in the Grants Office, G6 JB Colgate Hall, at least **5 working days before your deadline**.

Submission deadline _____

This is an internal Colgate form and is not sent to funding agencies.

Your office phone extension _____

This is a new proposal revision supplement

Project Director / PI _____ Department _____

Project Title _____

Funding Agency _____

Specific program _____ Solicitation #, if applicable _____

Proposed duration of grant: Start date _____ End date _____

Total project cost _____

- Grant will cover:
- summer faculty salary
 - academic year faculty salary/leave
 - student research assistant(s)
 - other personnel
 - equipment
 - supplies
 - travel
 - other: _____

Amount requested from agency _____

University cost sharing (if any) _____

Budget:

Is **cost sharing** required by the agency? No Yes – explain: _____

What Colgate source(s) will be used for cost sharing? _____

How has each **salary** figure been calculated? _____

What **percentage increase** in each salary has been used for each year? _____

What percentage of each salary has been used to calculate **fringe benefits**? _____

Does the agency allow **indirect costs**? No Yes, rate 35% of MTDC other: _____

Is this a collaborative proposal? No Yes, with: _____

Does it involve a **subaward** / **subcontract**? No Yes, to from : _____

What **space** is required for this project? (building, room #, sq. ft.): _____

Is any modification or addition to existing space required? No Yes – explain: _____

Equipment: Is special installation required? No Yes – explain below.

Are there requirements for air conditioning, electrical, plumbing, or other construction? No Yes – explain below.

Will the equipment require a service contract? No Yes – explain below. Attach extra page if needed.

Will Colgate incur **ongoing costs** as a result of this grant? No Yes – explain: _____

Personnel: Does the proposal include any grant-funded position(s) other than students or current employees?

No Yes – explain and obtain signatures below. _____

Additional review and approvals: Does the proposed project require the use of human subjects, laboratory animals, hazardous substances, or other items that may necessitate University review or an assurance by the University of compliance with federal regulations? No Yes – explain and obtain appropriate signature(s) below.

Investigator Certifications – Please check appropriate boxes; sign below.

- Federal grants:** The PI and co-PIs have each attached a signed **Disclosure Statement Regarding Financial Conflict of Interest**.
- Projects with human subjects:** The PI and co-PIs certify that they have completed or will complete required human subjects training.
- NIH/PHS proposals:** The PI and co-PIs have each attached two signed NIH/PHS forms: **PI Assurance Certification** and **Financial Conflict of Interest Disclosure**.
- NSF proposals:** The PI acknowledges that s/he has read the **Colgate Guidelines for Responsible Conduct of Research Training** and understands that s/he will be responsible for implementing the training of all student and/or postdoctoral researchers.
- Projects requiring student travel:** The PI acknowledges that each individual who travels in conjunction with the grant will be required to complete the required **Forms for Colgate-sponsored Travel** (found on the Off-Campus Study web site).
- Grant-funded positions:** The PI acknowledges that grant-funded position(s) will terminate when the grant funding ends.

I hereby certify that the statements made in the attached proposal and on this form are true and complete to the best of my knowledge. I agree to comply with the award terms and conditions if an award is made.

→ **PROJECT DIRECTOR / PI signature** _____ **date** _____

Review and signatures as needed

Proposals including new positions: _____ Assoc. VP, Human Resources

Proposals requiring use of human subjects: _____ Chair, Institutional Review Board

Proposals requiring use of laboratory animals: _____ Chair, Animal Care & Use Committee

Proposals requiring use of hazardous substances: _____ Chemical Hygiene/Biosafety Officer

Proposals requiring use of radioactive substances: _____ Radiation Safety Officer

Reviewers' comments: _____

This proposal has been read and approved by:

_____ date _____ Chair, Dept. of _____

_____ date _____ Director, Div. of _____

_____ date _____ Vice Provost

_____ date _____ Dean of the Faculty and Provost

_____ date _____ Dir./Assoc. Dir., Corp., Foundation & Gov't. Relations

_____ date _____ Assistant Controller & Director of Grant Accounting

_____ date _____ Associate VP and Controller

_____ date _____