

# 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.

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

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

Submission format:  Electronic  Paper

Submission deadline \_\_\_\_\_

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 \_\_\_\_\_

Amount requested from agency \_\_\_\_\_

University cost sharing (if any) \_\_\_\_\_

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

## 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 acknowledgments:** 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 acknowledgement signatures as needed**

**Note:** The signature indicates acknowledgment of the proposal for purposes of submission, but is not to be considered formal approval. The PI/PPD is responsible for understanding and ensuring compliance with all institutional policies and procedures and funding agency terms and conditions if an award is made.

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, Institutional Animal Care & Use Committee

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

Proposals requiring use of radioactive substances: \_\_\_\_\_ Radiation Safety Officer

**This proposal has been read and approved by:**

_____	Chair, Dept. of _____
_____	Director, Div. of _____
_____	Vice Provost
_____	Dean of the Faculty and Provost
_____	Dir./Assoc. Dir., Corp., Foundation & Gov't. Relations
_____	Assistant Controller & Director of Grant Accounting
_____	Associate VP and Controller