Colgate University Grant Application Approval

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

Submission format:  
Electronic ☐  Paper ☐  Submission deadline ________________________________

This is a ☐ new proposal  ☐ revision  ☐ supplement  
Your office phone extension ________________________________

Project Director / PI __________________________________________ Department ______________________________

Project Title _________________________________________________________________________________________

Funding Agency ___________________________________________ 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: ____________________

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?  ☐ 2.5%  ☐ other: ________________________________

What percentage of each salary has been used to calculate fringe benefits?  ☐ 32% faculty ☐ 10% summer students

☐ other: ________________________________

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?  ☐ PI office and/or lab  ☐ other: ________________________________

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 acknowledgements:** 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.

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**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 they will complete Responsible and Ethical Conduct of Research Training and understands that they will be responsible for implementing the training of all student and/or postdoctoral researchers.

☐ NSF proposals requiring off-campus research: The PI acknowledges that they have provided a plan for a Safe and Inclusive Research Environment for Off-Campus or Off-Site Research.

☐ 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/PD 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

_________________________________________________________ Director, University Grants and Sponsored Research

_________________________________________________________ Assistant Controller & Director of Grant Accounting

_________________________________________________________ Associate VP and Controller