

EXTERNALLY FUNDED PROJECTS APPROVAL FORM

College policy requires that faculty and staff confer with the Office of Sponsored Research and appropriate academic and administrative personnel before submitting proposals to external funding agencies. This requirement applies to applications for grants, contracts, cooperative agreements and fellowships.

DIRECTIONS: Please complete this form, attach the proposal and draft budget or supply electronic versions of these, sign where indicated, obtain signatures from co-PIs/PDs and your Department Chair/Office Director/Dean and then forward it to the Office of Sponsored Research, Erwin 205, for final administrative approvals and submission AT LEAST 10 WORKING DAYS BEFORE THE AGENCY DEADLINE. Proposals to external funding agencies will not be submitted without appropriate institutional approvals.

PRINCIPAL INVESTIGATOR/PROJECT DIRECTOR DATA

Principal Investigator/Project Director	Department/Office/School
Co-Principal Investigator(s)/Project Director(s)	Department(s)/Office(s)/School(s)

PROPOSAL DATA

Project Title:
Type of Submission (list current grant/contract number and Research Foundation award number if applicable)
<input type="checkbox"/> Pre-Proposal <input type="checkbox"/> Competing Continuation _____ <input type="checkbox"/> New Proposal/Contract <input type="checkbox"/> Non-competing Continuation _____
Type of Activity: <input type="checkbox"/> Research <input type="checkbox"/> Educational Support <input type="checkbox"/> Public Service <input type="checkbox"/> Fellowship <input type="checkbox"/> Library <input type="checkbox"/> Institutional & Department Support <input type="checkbox"/> Conference <input type="checkbox"/> Other (specify) _____
Type of Funding: <input type="checkbox"/> Grant <input type="checkbox"/> Contract <input type="checkbox"/> Cooperative Agreement <input type="checkbox"/> Miscellaneous Support

SPECIAL REVIEW CHECKLIST

This proposal involves the following (check all applicable items):	
<input type="checkbox"/> Subcontracts, Consultants, Non-Geneseo Personnel <input type="checkbox"/> Human Subjects, status _____ <input type="checkbox"/> Animal Subjects, status _____ <input type="checkbox"/> Foreign Travel, list country _____ <input type="checkbox"/> Chemical Carcinogens, Biohazards or Infectious Agents	<input type="checkbox"/> Radioactive Materials <input type="checkbox"/> Potential Conflict of Interest (SUNY-2 Ethics) <input type="checkbox"/> Release Time from Teaching or Leave of Absence <input type="checkbox"/> Computing Services <input type="checkbox"/> Facilities Construction/Renovation, Equipment Installation

AGENCY TRANSMITTAL DATA

Agency Name: Type: <input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Private <input type="checkbox"/> Other Prime Funding Agency, if applicable: Program Title: CFDA # (for Federal Programs):	Agency Mailing Web site: E-mail: Phone:
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<p>Proposal Submitted</p> <p>Electronically: <input type="checkbox"/> On-line submission <input type="checkbox"/> Grants.gov <input type="checkbox"/> Fastlane <input type="checkbox"/> eRA Commons <input type="checkbox"/> e-Grants</p> <p>By Post: Original + <input type="checkbox"/> copies sent to Agency <input type="checkbox"/> Express <input type="checkbox"/> UPS <input type="checkbox"/> USPS</p>	<p>Agency Deadline</p> <p><input type="checkbox"/> Receipt _____ <input type="checkbox"/> Postmark _____ <input type="checkbox"/> None</p>
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BUDGET DATA	Initial Project Period ____ to ____	Total Project Period ____ to ____
Requested Direct Costs (For Fellowships, list value)		
Requested Indirect Costs*		
Total Requested		
Geneseo Cost Share		
Cash		
In-kind		
Other Contributions/Income		

*Full Geneseo indirect cost rate of 57% of Modified Total Direct Costs? yes no.

PRINCIPAL INVESTIGATOR(S)/PROJECT DIRECTOR(S) ASSURANCES: To the best of my knowledge, the proposed project conforms to all SUNY-Geneseo policies, ethical principles of my profession, and policies of the sponsor.

Principal Investigator/Project Director	Co-Principal Investigator(s)/Project Director(s)		
Signature	Date	Signature(s)	Date(s)

APPROVALS: Signature by Department Chair/Director/Dean indicates approval for departmental, office, or school commitments, including released time from teaching. Signature by the Director of Research indicates that the project complies with SUNY Geneseo policies, applicable federal, state, and local regulations, and policies of the sponsor. Signature by the Provost, Vice President for Administration and Finance, and President indicate agreement to provide the institutional commitments of time and financial resources as outlined in the project budget.

PI/PD Chair, Dean, or Director Signature	Co-PI/PD Chair, Dean, or Director Signature	Director of Sponsored Research Signature
Vice Provost for Academic Affairs Signature	Provost and Vice President for Academic Affairs Signature	
Research Foundation for SUNY Operations Manager (or designee) Signature	President Signature	

