

# OFFICE OF ACADEMIC GRANTS

## Preliminary Proposal Routing Form

Principal Investigator: \_\_\_\_\_

Focus of Grant Activity: \_\_\_\_\_  
(Research, curriculum, equipment, training, conference, public service)

Funding Source: \_\_\_\_\_

Proposal Deadline: \_\_\_\_\_

Descriptive Title of Project: \_\_\_\_\_

*The first two pages of this form must be completed and returned to the Office of Academic Grants, approximately a month before the proposal deadline. Please check "yes" and "no" for all questions below, fill in requested information for all questions marked "yes," attach a summary or draft of your proposal, and submit to your dean for pre-approval. After both you and your school dean have signed the second page of this form, return to the Office of Academic Grants. Please contact the Office of Academic Grants (x3670) for assistance filling out the form. The last page of this form must be completed and returned to the Office of Academic Grants before the final proposal is submitted.*

1. Yes \_\_\_ No \_\_\_ **MATCHING FUNDS.** Are matching funds required? If so, a budget must be attached to this form. If matching requirements will be met through school or department funds or external sources, letters of commitment from an authorized person to commit these funds must accompany this form. Matching funds requested from the College must be submitted and approved by the CFO. Allow at least a month for approval of matching funds.

\_\_\_\_\_

2. Yes \_\_\_ No \_\_\_ **FACULTY RELEASE TIME.** Is release time requested as part of this application? List faculty members to be released and semester involved. \_\_\_\_\_

\_\_\_\_\_

3. Yes \_\_\_ No \_\_\_ **NEW PERSONNEL.** Will this application commit the College to new personnel or staff time? The budget must provide all salary and benefits for increased staffing. Salaries for new personnel need to adhere to Human Resource guidelines.

Name position(s) and base salary or wages to be paid: \_\_\_\_\_

\_\_\_\_\_

4. Yes \_\_\_ No \_\_\_ **EQUIPMENT.** Is equipment and maintenance required for this project? Where will equipment be housed? Explanation: \_\_\_\_\_

\_\_\_\_\_

5. Yes \_\_\_ No \_\_\_ **COMPUTER SERVICES.** Are hardware, software, and computing time necessary for this project? The compatibility of new hardware and software and the possibility of technical support need to be discussed with the VP for Information Technology before the proposal is submitted. \_\_\_\_\_

\_\_\_\_\_

6. Yes \_\_\_ No \_\_\_ **LIBRARY SERVICES.** Does the project require extensive access to interlibrary loan to fee-based services, or to specialized audio-visual resources? Identified need: \_\_\_\_\_

\_\_\_\_\_

7. Yes \_\_\_ No \_\_\_ **SPACE.** Will the project require any alterations of existing space or new facilities? The feasibility, scheduling, and cost estimates for alterations must be discussed with your Dean or supervisor in consultation with the Director of Physical Plant and approval obtained from the Executive Vice President. An explanation of space must accompany this form in order to obtain preliminary approval \_\_\_\_\_

\_\_\_\_\_

8. Yes \_\_\_ No \_\_\_ **UTILITIES.** Does this project entail any power, heating, venting, or air conditioning requirements? The feasibility of alterations and cost estimates need to be discussed with the Director of Physical Plant before the proposal is submitted. \_\_\_\_\_
9. Yes \_\_\_ No \_\_\_ **HUMAN SUBJECTS.** Will the project require the use of human subjects? All human subject research must follow the standard regulatory compliance guidelines and must be approved by the Institutional Research Board (IRB) before the proposal is awarded.
10. Yes \_\_\_ No \_\_\_ **LABORATORY ANIMALS.** Will the project require the use of laboratory animals?
11. Yes \_\_\_ No \_\_\_ **HAZARDOUS MATERIALS.** Will the project require the use of hazardous materials?
12. Yes \_\_\_ No \_\_\_ **INTELLECTUAL PROPERTY.** Is it likely that a patentable invention (e.g. marketable product) or copywritten material (e.g. software) of commercial value will result from this project? An agreement will need to be signed by the project director and a College representative upon execution of the award. \_\_\_\_\_
13. Yes \_\_\_ No \_\_\_ Does this project require a **COLLABORATIVE OR SUBCONTRACT AGREEMENT** with another institution? Attach a letter of commitment from each institution signed by the authorized organizational official and total budget amount for each institution. \_\_\_\_\_
14. Yes \_\_\_ No \_\_\_ **OTHER:** Explain if your project has any special needs or commitments from the College (e.g. consultant, housing, classroom or office space, etc.) \_\_\_\_\_
15. Yes \_\_\_ No \_\_\_ **RESEARCH:** Is this a research project? If yes, you agree to review the Marist College research training requirements and certify that you and any research collaborators (including students and administrators) will register for and complete the CITI Program Research Training for Marist College available at [www.citiprogram.org](http://www.citiprogram.org)
- NOTE:** Final approval for future grant submissions will not be granted if this commitment is not met.
16. Yes \_\_\_ No \_\_\_ I have completed the appropriate *Significant Financial Conflict of Interest Certification Form.*

**Approvals and Signatures for Preliminary Concept**

The School Dean and Dean of Faculty's signature confirms approval of the proposal concept.

Principal Investigator _____	Co-Principal Investigator _____	Co-Principal Investigator _____	Co-Principal Investigator _____	Co-Principal Investigator _____
School Dean _____	School Dean _____	School Dean _____	School Dean _____	School Dean _____

Dean of Faculty \_\_\_\_\_ Date \_\_\_\_\_

**For Approval of Matching Funds Only**

Chief Financial Officer _____	Date _____
-------------------------------	------------

Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# OFFICE OF ACADEMIC GRANTS

## Final Proposal Routing Form

### Approvals and Signatures for Final Proposal

*The final proposal, budget, and budget justification must be appended to this form and returned to the Academic Grants Office with the PI's signature at least 7 days prior to the submission deadline. This timeframe allows for review, approvals, and processing of the final application. Proposals should be completed and ready to submit 3 to 5 days in advance of the posted deadline to ensure successful processing and submission. PIs are advised that electronic agency compliance checks and technical issues can delay proposal processing and submission and result in a missed deadline when a 3 to 5 day window is not available.*

My signature below certifies that:

- 1) the information submitted within the application is true, complete, and accurate to the best of my knowledge;
- 2) any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties; and
- 3) I agree to accept responsibility for the implementation and/or scientific conduct of the project; and
- 4) I agree to provide the required progress reports if a grant is awarded as a result of the application.

**Principal Investigator** \_\_\_\_\_ **Date** \_\_\_\_\_

The signatures below indicate review and approval of the proposal.

TITLE	SIGNATURE	DATE
Academic Grants Director		
Dean of Faculty/VPAA		
Executive Vice President or CFO		

Comments:

---

---

---

---

---

Form(s) available at [www.marist.edu/grants](http://www.marist.edu/grants)