



Albion College

Grant Proposal Approval Form

Submittal of this form is required when developing proposals for external funding (e.g. foundation or government grants). This serves three functions:

- (1) To ensure that financial, facility, technical and other necessary support is committed to your project;
- (2) To ensure that the College remains compliant with funding agency regulations and assurances;
- (3) To ensure that proper internal authorizations are secured to permit submission of a grant proposal on behalf of Albion College.

***See guidance on page 4, including form deadline information and contacts for assistance.**

***Special Instruction: Use the "Edit," "Undo" function to de-select any mistakes when completing this form.**

***If you do not know the answer to any questions, leave blank and consult the Grants office**

Grant Seeker(s)/PI(s) _____
 Department/Office/Program: _____
 Phone Number: _____ E-mail: _____
 Funding Organization/Agency: _____
 Funding Program (if applicable): _____
 Program/Application URL: _____
 Deadline Date: _____ [] Postmark [] Received [] Electronic submission
 Project (Working) Title: _____

Select all that apply to define the type of proposal:

- Inquiry New Proposal Renewal Revision Subaward / subcontract under another applicant

If you are applying as a co-PI or through a subaward or subcontract with another person/agency, indicate name of the co-PI/Grant Seeker, title, and institutional affiliation: _____

Budget: Your proposed budget must accompany this form (see instructions, page 4).

* *Albion match/cost sharing requires institutional approval.*

** *Consult Corporate and Foundation Relations for indirect cost rates.*

| |
|---|
| Total project cost: _____ |
| Amount to be requested from funder: _____ |
| Does opportunity allow indirect cost requests**? [] no [] yes [] unsure |
| CASH match: Required\$ _____ Voluntary \$ _____ Source/proposed source? _____ |
| IN KIND match: Required _____ Voluntary \$ _____ Source/proposed source? _____ |



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Personnel:

| | | |
|--|-----------------------------|------------------------------|
| Are you requesting funds to support sabbatical or other leave/course release time? | <input type="checkbox"/> no | <input type="checkbox"/> yes |
| Are you requesting funds for salary, stipends or wages –for you or others? | <input type="checkbox"/> no | <input type="checkbox"/> yes |
| Are you requesting funds to support student researchers/assistants? | <input type="checkbox"/> no | <input type="checkbox"/> yes |

Equipment, Facilities, Information Technology:

| | | |
|---|-----------------------------|------------------------------|
| Are you requesting funds for new equipment or instrumentation? | <input type="checkbox"/> no | <input type="checkbox"/> yes |
| Will new equipment or instrumentation require annual budgetary support? | <input type="checkbox"/> no | <input type="checkbox"/> yes |
| Will new equipment or instrumentation involve special installation? | <input type="checkbox"/> no | <input type="checkbox"/> yes |
| Will this involve the need for refurbished or renovated space? | <input type="checkbox"/> no | <input type="checkbox"/> yes |
| Will you need additional technology? (computer, server space, data storage, etc.) | <input type="checkbox"/> no | <input type="checkbox"/> yes |
| Will Albion be expected to replace/update equipment/peripherals/software in the future? | <input type="checkbox"/> no | <input type="checkbox"/> yes |

Explain the institutional equipment/facilities/IT requirements, how those requirements will be met and funded, and, if necessary, with whom you've spoken to secure internal commitments:

Research Compliance (see instructions, page 4, for additional information):

| | | | | | | | |
|------------------------------|-----------------------------|------------------------------|---|--|-----------------------------|------------------------------|----------------------------------|
| Are human subjects involved? | <input type="checkbox"/> no | <input type="checkbox"/> yes | ⇒ | IRB approval*? | <input type="checkbox"/> no | <input type="checkbox"/> yes | <input type="checkbox"/> pending |
| Are animals involved? | <input type="checkbox"/> no | <input type="checkbox"/> yes | ⇒ | IACUC approval*? | <input type="checkbox"/> no | <input type="checkbox"/> yes | <input type="checkbox"/> pending |
| rDNA , Biohazards? | <input type="checkbox"/> no | <input type="checkbox"/> yes | ⇒ | Safety approval**? | <input type="checkbox"/> no | <input type="checkbox"/> yes | <input type="checkbox"/> pending |
| Radioactive materials? | <input type="checkbox"/> no | <input type="checkbox"/> yes | ⇒ | Radiation approval**? | <input type="checkbox"/> no | <input type="checkbox"/> yes | <input type="checkbox"/> pending |
| NSF – student participants? | <input type="checkbox"/> no | <input type="checkbox"/> yes | ⇒ | Will PI ensure responsible conduct of research training? | <input type="checkbox"/> no | <input type="checkbox"/> yes | |

* IRB Chair/IACUC Approval (sign/date OR attach documentation of approval/exemption for project):

** Safety/Radiation Officer Approval (sign/date OR attach documentation of approval/exemption for project):

For assistance identifying appropriate compliance committees, see link below:

<https://www.albion.edu/giving/corporate-and-foundation-giving/compliance-committees>



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Community Involvement:

Will PIs, project personnel, and/or students be working with minor children (under age 18) in the funded project? * no yes

Will PIs, project personnel, and/or students be conducting any aspect of this project off campus? * (Additional institutional insurance may be necessary.) no yes

* Please explain: _____

Federal Grant Certification Requirements:

Is the PI/Grant Seeker debarred, suspended, or otherwise excluded from covered transactions by any Federal department or agency? (Are you prohibited from receiving federal funding for any reason?) no yes

Is the PI/Grant Seeker delinquent on any federal debts? no yes

Has anyone lobbied on behalf of this proposal? no yes

Are all named participants in compliance with the College's workplace policies? no yes

Is there a potential "significant financial interest" related to this project for the PI? no yes

Certifications and Authorizations:

I certify that the statements made in the attachments and the above certifications are true and complete to the best of my knowledge. I agree to comply with relevant federal requirements and the award terms and conditions if an award is made.

Signature of PI/PD/Grant Seeker

Date

Signature of Co- PI/PD/Grant Seeker (if applicable)

Date

This proposal fits the department's program and objectives. Adequate space is available or planned to conduct the project. The professional time allotted is realistic and within College guidelines.

Signature of Department Chair or Director

Date

The proposal, budget, and/or supplementary materials (if applicable) have been reviewed to ensure compliance with institutional policies and protocols.

Signature of Vice President for Alumni Relations and Development

Date

If this proposal may result in a grant agreement or contract, or involves institutional match, these have been reviewed. I approve submission of this proposal.

Signature of Vice President for Finance and Administration

Date



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This proposal is consistent with the objectives of the College and all institutional concerns are resolved. I authorize submission of this proposal.

Signature of Vice President for Academic Affairs/Provost

Date

Signature of President

Date

Instructions:

1. Contact the Office of Corporate & Foundation Relations as far in advance as possible to discuss your planned proposal.
2. Draft your proposal and budget, working with CFR for assistance if desired.
3. Complete/sign this form, obtaining **ONLY** the signature from your Dept. Chair or Director.
****Sign or Click on the appropriate box(es) to create a unique digital signature***
4. Submit form, proposal draft, and budget (budget is required) to the Director(s) of Corporate & Foundation Relations ***at least two weeks before the proposal submittal deadline.***
5. The CFR Director will forward the materials to the appropriate VPs for review and signature. The CFR Director will notify you of the decision and provide a copy for your records.

For Assistance and Form Submittal:

Anne-Marie Berk
 Lead Director of Corporate & Foundation Relations
 Advancement Office; Ferguson, 3rd Floor
 (517) 630-1574
aberk@albion.edu

CFR Office Use:

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|------------------|
| Initial contact: |
| Form received: |
| Notes : |