

Procedures Manual



Grants, Contracts, and Sponsored Programs

The Office of Faculty Research Development
Academic Affairs

Clarion University of Pennsylvania
Clarion, PA 16214-1232



Procedures Manual

Developed by

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Preface

Centralized grants/research administration or coordination at Clarion University of Pennsylvania began as a formal operation with the opening of the 1995-96 school year. Teaching and learning is enhanced and supported through research and other creative activities. Thus, the impetus for the grants office—to increase grantsmanship and proposal writing at Clarion.

The manual is intended to provide guidelines and general application procedures for grants, contacts, and sponsored programs and to be used as a tool in managing such grants, contracts, and sponsored programs at Clarion University of Pennsylvania. Specifically, the manual will

1. provide general university policies and provisions that affect the application and administration of grants, contracts, and other sponsored activities;
2. acquaint principal investigators/project directors (PI/PD) with the specific functions of the Office of Faculty Research Development (OFRD);
3. describe the application or pre-award process for sponsored activities;
4. assist faculty and staff in the preparation and submission of grant and contract proposals; and
5. provide information to assist in the post-award administration of grants, contracts, and other sponsored activities.

The manual will serve as a guide to grantseekers. Clearly, the information presented here by no means covers every detail of the grants process.

Introduction

Philosophy

The university is the official entity authorized to accept grants awarded to it on behalf of a principal investigator or project director. The university is responsible and accountable to granting agencies in the proper administration of grants and must abide by established regulations, policies, and procedures (federal, state, and local) that govern grant activities and expenditures. All grant requests should include indirect costs unless they are not allowed by the granting agency.

General Information

Principal administration or coordination of grants, contracts, and sponsored programs is vested with the Office of Faculty Research Development (OFRD) at Clarion University of Pennsylvania (CU). It is the intent of the OFRD to assist faculty and staff who are pursuing external sources of funds to support research, service, instructional, and developmental projects in the best interest of CU faculty, students, and programs. The individual project activities will contribute to developing new knowledge, improving faculty expertise, and maintaining the vitality of quality programs of instruction, research, and service. In that regard, the role of the OFRD is to provide staff support to faculty members and administrative units seeking external funding to support research, instructional, developmental, and service projects developed by CU faculty and staff.

The OFRD provides access to information and recommendations regarding granting agency policies and procedures when and where needed. Specifically, the office is responsible for the promotion of research and creative activity within the university through:

1. Collecting and disseminating information about government, corporate, and foundation opportunities.
2. Developing a program of workshops to acquaint faculty and staff with the principles of grantsmanship.
3. Identifying appropriate funding sources for proposed projects.
4. Coordinating the grant application process within the university.
5. Serving as a liaison between grant recipients and funding agencies.
6. Serving as a liaison between grant recipients and university administration.
7. Receiving and processing grant awards.
8. Advising faculty and the administration regarding university compliance with applicable federal and state regulations concerning grants.
9. Post award reporting.

Indirect Cost Recovery

Indirect or overhead costs include expenses that are less obviously related to a project but are none-the-less necessary to support the general environment in which a project takes place. Indirect costs are charged to externally funded projects to recover incremental costs incurred by the university to support a research project (Bauer, 1989). Direct costs are costs specifically attributable to a project and would include items such as salaries, supplies, travel, and equipment. Indirect costs may be used to cover such costs as utilities, plant operations, grant accounting personnel, purchasing, accounts payable, research administration, and departmental administration. This listing of indirect cost expenses is not inclusive and, in fact, universities seldom recover all of the cost related to research projects.

Cost Sharing

Some grants require that the university requesting funding share some of the costs of the project. By a commitment to cost share, the university demonstrates its support of the proposed project. Cost sharing may take two forms—in-kind contributions or matching funds. In-kind contributions are services or time donated to a project and do not require an actual cash outlay to cover direct project costs. Matching funds represent the payment of actual project expenses through university sources at the departmental, college, or university level.

University Mission

- Clarion University seeks to excel in all that it does and challenges students to develop their talents, extend their intellectual capacities and interests, expand their creative abilities, and develop a respect and enthusiasm for learning that will extend throughout their lives. The university acknowledges that learning requires a partnership demanding hard work by students, faculty, and staff, and that learning extends beyond the classroom. The university community is dedicated to helping students see in themselves what they may become by creating opportunities to develop the knowledge, skill, and attitudes necessary for both enlightened citizenship and successful participation in a technologically-advanced, global society.
- Clarion University is primarily an undergraduate institution with selected graduate programs. Instructional programs—delivered on campus, throughout the state, and beyond via appropriate distance learning technologies—range from associate degrees and certificate programs to baccalaureate degree programs in the arts and sciences and professional fields, graduate programs in selected fields, and continuing education. University programs are administered through campuses in Clarion and Oil City.
- Clarion University seeks to admit, retain, and graduate students who are qualified and motivated, and to recruit, retain, and support highly qualified and dedicated faculty and staff. The university is a learning community that seeks diversity in its faculty, staff, and student body and values this diversity as providing richness in the learning process. This community strives to treat its members with civility and respect. Students, faculty, and staff value learning, contribute to the development of new knowledge through scholarly activities, and participate in community and public service responsive to the needs of society. (Excerpted from the *2005-2007 Clarion University Undergraduate Catalogue*)

In order to ensure that the mission of CU is carried out, the OFRD will provide direction and assistance to faculty members interested in seeking grants from government agencies and/or the private sector in support of academic programs and related activities. The OFRD will work cooperatively with the Development office when contacting or pursuing funding opportunities through foundations.

Responsibilities of the Office of Faculty Research Development

The OFRD is the official university office established to initiate any request for external funding. Therefore, all proposals requesting grants and contracts should be submitted through the OFRD. Additionally, the office will, on behalf of the president and university administration, receive and accept awards and grants to the university. Renewal and extensions of grants and contracts should go through the same formal process as the initial request for funding of a grant/contact. The purpose for maintaining a central point of origination is three-fold— first, in order for the university to have a record of requests and receipts; secondly, in order to control the duplication of request efforts to the same source; and thirdly, to ensure that grant proposals submitted are sanctioned by the university.

The table below lists some typical duties and activities of the OFRD. The list is not a complete listing but should be considered as a sample.

General	
Announcements and opportunities	Grantsmanship assistance
Electronic grants resources	University profile statements
Review institutional priorities	Capabilities database
Monitor research productivity	Compliances
Proposal writing assistance	
Pre-Award	
Proposal submission	Faculty profile database
Budget format standardization	Facilities requirements
Budget review/approval	Commitments
Certifications	Sponsor liaison
Compliances	Negotiations
Cost sharing	Subcontract review
Award Stage/Post-Award	
Administrative support	Close outs
Budget revisions	Monitor Submission of:
Authorization	Technical reports
Subcontracts authorization	Fiscal reports
Compliances	Final reports
Cost sharing documentation	Patent report
Sponsor liaison	Property report
Establish account	
Letters of Agreement	

The OFRD has a research library that includes resources for individual faculty members interested in funding support for sponsored projects. The assistant vice president for academic affairs, serving as the director of FRD, is charged with the responsibility of “matching” faculty members with appropriate funding opportunities. Thus, the director must be familiar with the total university faculty and their particular research interests.

The OFRD also facilitates and oversees the state system Faculty Professional Development Council Grants Program for Clarion faculty who choose to participate in the program. Guidelines and additional information are available in the OFRD.

Overall, the OFRD serves as the primary support for all grants, contracts, and sponsored projects at Clarion. The OFRD, therefore, works closely with academic units and other administrative units on matters related to sponsored projects as well as with the appropriate financial staff on fiscal matters.

Duties and Responsibilities of the Grant Accounting Office

The Grant Accounting Office will:

1. Post all grant budgets to the financial system (SAP) and work with the grant directors to establish and revise the budgets as necessary.
2. Review requests to fill positions and related hiring forms for grant funded positions and forward them to the comptroller for signature if the hiring is in accordance with the term of the grant.
3. Initiate all audits required by granting agencies.
4. Maintain copies of grant proposals, award letters, budgets, and any other documentation necessary for the completion of the grant accounting tasks. All revenue and expense transactions will be accounted for in SAP. The Grant Accounting Office will not maintain separate Excel spreadsheets of revenue and expense transactions.
5. Monitor grant expenditures, including payroll expenditures, and university chargebacks, to ensure that the proper SAP account numbers are used. However, the Grant Accounting Office does not approve grant expenditures or purchase requisitions. All grant expenditures are charged directly to the appropriate grant accounts by the individuals responsible for posting transactions to SAP.
6. Monitor time and effort reporting and maintain records.
7. Draw down federal funds through the federal governments' cash management system and invoice other grantors for reimbursement of expenditures, as necessary.
8. Complete and submit reports of expenditures to grantors as required.
9. Input and update grant account attributes (i.e. funding source, starting and ending dates, etc.) in SAP.
10. Maintain a list of grants that can be distributed to other departments within the university in order to keep them informed of the valid grant accounts.

Responsibilities of the Faculty Researcher/Grant Writer/ Project Director/Principal Investigator

The faculty researcher/grant writer begins the grant writing process with discussions of a solicitation or concept with his immediate supervisor to determine feasibility and appropriateness to the university mission and departmental goals and objectives. Upon consensus being reached, it is the researcher/grant writer's responsibility to submit the letter of intent, develop the formal proposal, including the budget (assistance is available in the Office of Faculty Research Development), and submit it to the OFRD with appropriate signatures to the dean's level (see University Transmittal Form) for review and submission to the funding agency.

Once a project is funded, the PI/PD is responsible for the implementation and management of the project, including budget, in accordance with the requirements of the agency and the university. Management will ensure completion of required reports and performance reviews in a timely fashion. Copies of the reports should be given to the department chair, dean, and OFRD before or at the time of external submission.

During the performance period of a project, the PI/PD is responsible for the initiation of the proper and correct documentation for all grant/contract transactions. Purchasing rules and regulations established by the Pennsylvania State System of Higher Education and the university must be adhered to for the procurement of supplies, services, and other charges as allowed under the terms of the grant/contract. Likewise, in employing personnel for a project, staff, and students, established university rules will govern the hiring process. Travel utilizing grant/contract funds will fall under the same conditions as general university travel rules and regulations. The PI/PD should consult the OFRD or other appropriate university offices, i.e. Human Resources, Controller's Office, etc., for detailed rules, regulations, procedures, and guidelines. An orientation will be provided to new PI/PDs by the OFRD and the Grant Accounting Office.

Changes in the grant period for no-cost extensions, supplemental cost extensions, etc. must be initiated by the PI/PD and submitted to the OFRD for transmittal to the funding agency.

Service Purchase Contracts

Service purchase contracts (SPCs) are required for all professional service expenditures in excess of \$1,500. That includes payments for consultants (including travel), equipment maintenance agreements, facility and equipment leases, banquet services, and honorariums (including travel) for speakers. All SPCs must be reviewed and approved by the university comptroller, the vice president for finance and administration, university legal counsel, and the Attorney General of the Commonwealth of Pennsylvania. Under no circumstances can a SPC be approved after-the-fact, therefore, it is imperative that the Purchasing Office be notified of any service purchase requirements at the earliest possible date to provide adequate lead time for review and approval prior to the date the service is provided.

Proposal Preparation and Submission

Solicited Grant Proposals

Federal agencies generally provide guidelines that describe the procedures to follow in preparing a proposal for funding under a specific program. Included in the guidelines are such things as:

- deadline date for submission of the proposal
- total funds available for awards, approximate number of awards to be made, range of award amounts
- eligible applicants
- program priorities
- review/selection criteria
- required proposal components
- procedures for submitting the proposal (number of copies, mailing/delivery information/electronic submission)
- point of contact at the agency for additional information

Unsolicited Grant Proposals

Proposals for which no formal announcement or request for proposals has been made by the potential funding agency are considered unsolicited. The university procedure for submission of such proposals is the same as for solicited proposals. There are usually no formal guidelines that must be followed, however, some agencies have standard forms and guidelines for the submission of all proposals.

Foundations and the Private Sector

The annual reports of foundations and corporations usually include information on their grants activities, and instructions for making application for funding. Otherwise, application procedures are available upon request. The director of Faculty Research Development will work in cooperation with the Office of Development prior to making contact with any foundations and/or private agencies for grant requests.

Contracts

A contract is required any time a funding agency agrees to provide funds to the university in exchange for a product or service. Due to unique Commonwealth legal requirements, contracts must be reviewed for legality and approved by the university's vice president for finance and administration. In some cases, the signatures of the university legal counsel and the Attorney General for the Commonwealth of Pennsylvania are also required. For that reason, all proposed contracts will be submitted to the Office of the Vice President for Finance and Administration by the OFRD with sufficient lead time to provide for the required reviews and approvals prior to the effective date of the contract.

Steps in Proposal Development

Basic steps in the development of a proposal for a grant or contract are as follows:

1. **Initial Idea.** Discuss the solicitation/concept with appropriate supervisor to determine feasibility with respect to the department/university program plans.
2. **Letter of Intent.** The form is submitted to the OFRD with appropriate approvals (department head, dean) and will include such information as title of project, potential funding source, personnel involved, collaborating universities/agencies, funding level, matching funds, and the basic concept of the proposal (see Appendix B).
3. **Budget Review.** Review of the budget in the early stages of the development of the proposal with the director of FRD will ensure that the proposal budget includes proper fringe benefits and indirect cost rates, follows a standard format, and is otherwise in order.
4. **Proposal.** Develop the full proposal in keeping with guidelines provided by the funding agency (see next section of the manual).
5. **Proposal Form/Transmittal.** Complete university form (Appendix C), securing appropriate signatures up to the dean's level, and submit along with a complete copy of the proposal to the OFRD. The OFRD will serve as the final internal reviewer, checking proposals for content per agency guidelines, clarity, etc. and provide a formal transmittal letter.
6. Proposals with established deadlines should be submitted to the OFRD five to seven days prior to the published deadline.

Proposal Format

Most funding agencies provide specific guidelines and a format for the submission of a proposal. When such is not provided a complete proposal would include the following:

1. **Title Page.** If not provided by the agency, information on the title page would include title of the project, the project director's name and department, the agency to which the proposal is being submitted, the duration of the project, the total funds requested, the signatures of the project director and the authorizing university official, the full mailing address, the date submitted, and solicitation number if any.
2. **Abstract.** The abstract should clearly and concisely delineate the following in no more than 250 to 300 words or one double-spaced typewritten page: need, objectives, methodology/procedures, significance/impact, time span of the project, and available resources and personnel.
3. **Table of Contents, List of Tables, and Lists of Figures.** The tables should list all major topics including appendices.
4. **Introduction.** The section should identify the institution and the area(s) involved in the proposed program. The goals of the program and how they will be attained, the proposed programs relevance to the university mission, who will be involved, and the qualifications of the principal investigator for conducting the proposed program should also be addressed in this section.
5. **Statement of Need.** A documented, including statistical data, realistic description of the problem and the proposed solutions are stated in this section of the proposal. Some indication of the need to do the project/program at the present time should be given.
6. **Objectives.** The section should state clearly what you intend to accomplish—generally and specifically. Realistic objectives should be stated that correspond with the expertise of the PI, the time allotted for completion of the project, and the expenses anticipated. Note: Objectives should be stated in measurable terms.
7. **Methodology.** The section on methodology should detail the methods that will be employed to achieve the objectives of the program. Procedures, methods for implementation, and timelines should be given specific attention here. The methods for implementation should follow a logical sequence and support the premise that they are likely to prove successful. Major activities should be identified and set within a timetable for orderly implementation. Procedures for institutional review boards (human subjects, etc.) should also be outlined in this section of the proposal.
8. **Evaluation.** Evaluation procedures usually follow closely behind the procedures section in the proposal. The evaluation process provides final evidence of the success or failure of the project for both the university and the funding agency. The evaluation section will describe the plan to assess the achievement of each objective and to measure needed changes or adjustment in the project. Additionally, at that point, you will identify the evaluator(s), present the criteria for success, describe how data will be gathered, identify instruments or questionnaires to be used, describe data analysis, and identify any evaluation reports to be published.

9. **Dissemination.** The section will outline plans to disseminate the results of the project which will include activities such as conferences or workshops, newsletters, publication of papers, and travel to meetings for presentations.
10. **Equipment and Facilities.** Here, you describe the equipment and facilities necessary to carry out your project, noting what is already available on campus and what you are requesting the funding agency to purchase as a part of your grant. Special attention should be given to space needs.
11. **Personnel.** Provide the names of the principal investigator and other key individuals who will be involved in the project. If support staff will be utilized in the project, include them here, especially if they are part of the existing university department; that gives an indication of the university's support and capability for carrying out the project.
12. **Budget.** All costs being requested from the funding agency are listed in the budget or on the budget pages (if provided). The budget should be itemized and accuracy is very important. Matching and in-kind contributions should also be itemized in the budget section. Fringe benefits and indirect costs are a part of the budget. Appropriate justifications for expenditures are also provided here. Components of the budget include funds requested for salaries and wages, fringe benefits, consultant fees, student support—stipends and tuition, travel, equipment, supplies, publication costs, computer usage, subcontracts and subgrants, copying, local and long-distance telephone services, postage, books and materials, indirect costs, and other funds considered vital to the operation of the project.
13. **References.** The list of references of literature in the field should be current.
14. **Appendices.** Any supporting data—resumes, letters of support, tables, graphs, technical documentation—should be included in the appendices.
15. **Compliance Forms.** Many proposals require certification/assurance of a variety of compliances on the part of the university such as drug free workplace, lobbying, anti-discrimination, and debarment/suspension. Be sure to include, when required, with the proper signature affixed. The forms will generally be available in the OFRD.

Submission

No proposal should leave the Clarion Campus without proper authorization. The president or the authorizing official, designated by the president, will be the final signature on any proposal submitted to any funding agency.

Completed proposals should be submitted to the OFRD with the University Transmittal Form properly signed by the PI/PD, department chair, and dean for final approval. The OFRD will secure final approvals and signatures such as provost, vice president for finance and administration, and president. Proposals with established deadlines should be submitted to the OFRD five (5) to seven (7) days prior to the published deadline. The OFRD will serve as the final internal reviewer, checking proposals for content per agency guidelines, clarity, budget, etc. and provide a formal transmittal letter.

Oversight Committees

The university has in place several committees as well as policies and procedures to assist faculty members with special requirements, issues, and problems that arise in the conduct of research. They include:

1. Use and Care of Animals
2. Human Subjects (IRB)
3. Safety and Biohazards
4. Intellectual Property Agreements
5. Misconduct in Science Guidelines
6. Conflict of Interest Statement

Information on policies and guidelines is available in the OFRD. The researcher/grantwriter will be referred to the appropriate committee chairperson for additional information.

Notification of Award

All formal notices of award or funding of grants and contracts will be received by the university authorizing official (director of faculty research development/provost and academic affairs vice president). (When awards are made in the form of a contract or subcontract, they will be forwarded to the vice president for finance for legal review and approval.) Upon receipt of notification by the agency, the director of FRD will immediately notify the PI/PD by way of written correspondence with copies to appropriate university officials. In the event that an award document is received by the PI/PD or his administrative unit, it should be transmitted immediately to the OFRD. Besides the president, the university authorizing official is the only person who can officially accept funding awards for the university.

Once the agreement/contract/notification has been executed by both the university and the sponsoring agency, the OFRD will transmit copies of the agreement and a copy of the proposal with an approved budget to the comptroller/grants accounting office and request that an account number be established for the project. Account numbers will not be routinely assigned prior to the receipt of official award documentation. The PI/PD will then need to meet with the comptroller/grant accounting officer for further instructions.

Grant Closeout

Grant or other agreement closeout is the process by which the sponsoring agency determines that all applicable administrative actions and required work of the agreement have been completed by the university and the sponsoring agency. The completion date is the date on which all work under grants and other agreements is completed or the date on the award document, or amendment, on which sponsorship ends. Each grant should be closed out as promptly as feasible after the expiration date.

Technical Closeout

The university is obligated to satisfy the established closeout procedures required by each sponsoring agency. PI/PDs must submit to the OFRD the following items by the project completion date or as soon thereafter as possible in order to meet closeout requirements and procedures.

1. Final narrative, technical/performance report on the project.
2. Reprints of all technical publications.
3. Applications for all inventions, copyrights, patents.
4. Official copies of inventory report and final disposition of property from sponsoring agency.
5. Any other documents/materials required by the sponsoring agency.

Fiscal Closeout

In preparation for the closeout date of a grant/contract, the PI/PD should prepare and submit all requisitions and anticipated financial transactions at least two (2) weeks prior to the expiration date. Where necessary, a conference can be held with purchasing to encumber funds. The comptroller/grant accounting office will prepare and submit to the sponsoring agency the final financial report, providing a copy for the PI/PD and OFRD.

Audits

Audits, external and internal, will be conducted as deemed necessary by the university and the sponsoring agency. As needed, the Comptroller's Office will make arrangements for an auditing firm to be hired to conduct required audits. If a granting agency should require a more indepth review and/or audit above the current university-wide audit, funds to cover the additional cost must be built into the grant.

Appendices

Appendix A Proposal Review Checklist

- ___ Internal Transmittal Form
- ___ Correct Agency Forms
- ___ Compatibility With Internal Review Checklist
 - Space Needs
 - Renovation Requirements
 - Cost Sharing
 - Matching
 - Human Use Review and Approval
 - Animal Use Review and Approval
 - Conflict of Interest Statement
 - RDNA Review and Approval
 - Future Commitments
- ___ Page Limitations
- ___ Type Size Limitation
- ___ All Elements of Proposal Included
 - Title Page
 - Abstract
 - Table of Contents, List of Tables, List of Figures
 - Introduction
 - Statement of Need
 - Objectives
 - Methodology
 - Evaluation
 - Dissemination
 - Equipment and Facilities
 - Personnel
 - Budget
 - References
 - Appendices
 - Compliance Forms
- ___ Correct Rates Used
 - Fringe Benefits
 - Indirect Cost
- ___ Budget Correct
- ___ Signatures
- ___ All Certifications Included
- ___ Mailing Address, Method of Transmittal

Appendix B Letter of Intent



Notice of Intent to Submit a Proposal

Project Director or Principal Investigator _____ Date _____

Department _____ Ext. _____

_____ Grant _____ Contract

Source of Funding: _____

Name of Funding Program _____ Due Date _____

Title and Brief Description of Proposed Program _____

Other Individuals/Departments at Clarion University Involved _____

Other Institutions and Individuals to be Involved _____

Tuition Waivers? Yes No If yes, by whom? _____

Release Time? Yes No

Overload? Yes No

Graduate Assistant? Yes No If yes, by whom? _____

PROPOSED FUNDING LEVEL FROM FUNDING SOURCE

Proposed Budget	University Matching	Funding Agency	In-Kind	Total
Program Money				
Staff				
Space				
Equipment				
Technology/Computing Services				
Indirect Cost				
Totals				

SIGNATURES

_____ Date _____
Department Chairperson Dept.

DO NOT WRITE BELOW THIS LINE _____

Approved/Disapproved _____ Date _____

Funding Research Development Project

Appendix C University Transmittal Form



Proposal Transmittal Form for Grants and Contracts

Project Director or Principal Investigator: _____

Telephone Number: _____ Date: _____ New Renewal (please check one)

Department: _____ Proposed Project Dates: _____

Project Title: _____

Proposed Granting Agency: _____

(Grants from private sources should be coordinated through the Clarion University Foundation, Inc. for receipt and recognition purposes.)

Project Description: _____

Project Outcomes/Benefits: _____

Proposed (Year 1) Budget Items ^{1,2}	Clarion University Funds ^{3,4,5} Matching	In-Kind	Other Sources	Grant Funds	Total Funding
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Personnel^{6,7}
 Stipends
 Fringe Benefits

Supplies^{8,9}

Equipment¹⁰

Library, Computing
 Services, etc.¹¹

Travel

Other¹²

University Indirect Cost
 (%)^{13,14}

Grand Totals

- If multiple year proposal, attach additional proposal budget year on separate sheet.
- Provide a brief description of these items, attach additional sheet if necessary.
- Is Clarion University match "in-kind" or cost-share direct ordinary budget funds, and at what level (department, college, or university)? Attach form(s) respective proposal's signature.
- What is the basis of overhead rate or indirect cost if different from university rate?

Note: Attach documentation of indirect cost rate on separate page(s).

Proposal Transmittal Form for Grants and Contracts - 2

Does this project involve^o:

human subjects	Yes <input type="checkbox"/> No <input type="checkbox"/>	space renovation	Yes <input type="checkbox"/> No <input type="checkbox"/>
hazardous materials	Yes <input type="checkbox"/> No <input type="checkbox"/>	release time	Yes <input type="checkbox"/> No <input type="checkbox"/>
animals	Yes <input type="checkbox"/> No <input type="checkbox"/>	overload	Yes <input type="checkbox"/> No <input type="checkbox"/>
recombinant DNA	Yes <input type="checkbox"/> No <input type="checkbox"/>	tuition waiver	Yes <input type="checkbox"/> No <input type="checkbox"/>
curriculum change	Yes <input type="checkbox"/> No <input type="checkbox"/>	graduate assistant	Yes <input type="checkbox"/> No <input type="checkbox"/>

^o If yes, the project director is responsible for submitting forms and obtaining approval for these items before submission of final proposal to an external agency.

Where would project activities occur on campus? (Please list by building and room number)

List any additional university commitments necessary for the proposed project

The proposed project or relationship with this sponsor (check one) ___ does ___ does not require the disclosure of significant financial interests that present an actual or potential conflict of interest for investigators involved in this project. If answered in the affirmative, then all investigators so involved shall provide a complete disclosure as instructed by university policy and/or federal regulations (see *Significant Financial Interest Disclosure Form*).

SIGNATURES

Principal Investigator/Project Director Date _____

APPROVALS:

Department Chair^{oo} Date _____

College Dean^{oo} Date _____

LVC Center for Computing Services^{oo} ♦ Date _____

Director, Faculty Research Development/Assistant Vice President for Academic Affairs Date _____

Vice President for Finance and Administration Date _____

Provost/Vice President for Academic Affairs Date _____

^{oo} Obtain signatures and forward to the Grants Office for distribution. Any correspondence regarding your grant proposals should be filed with the Grants Office.

Final approval by the Provost's signature (generally one week before due date) for grants and/or by the vice president for finance and administration's signature for contracts.

♦ Needed for projects requiring Technology/Computing Services or Learning Technology Center services/support

References

Bauer, David G. 1989. *Administering Grants, Contracts, and Funds*. New York: Macmillan Publishing Company.

National Science Foundation. July 1995. *Grant Policy Manual*. NSF 95-26. Arlington, Virginia.

U.S. Department of Health and Human Services, Public Health Service. April 1, 1994. PHS Grants Policy Statement. DHHS Publication No. (OASH) 94-50,000 (Rev.). U.S. Government Printing Office.

