



University Transmittal Form

Proposal Transmittal Form for Grants and Contracts

Project Director or Principal Investigator _____
Name/Address

Telephone Number _____ Date Submitted _____ New Renewal (check one)

Department of Contact _____ 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.)

Agency Address _____

Agency Contact _____ Telephone Number _____

Project Description _____

Project Outcomes/Benefits _____

Proposed (Year 1) Budget Items*	Clarion University Funds***		Other Sources	Grant Funds	Total Funding
	Matching	In-Kind			

Personnel**
 Stipends
 Fringe Benefits

Supplies**

Equipment**

Library, Computing
 Services, etc.**

Travel

Other**

University Indirect Cost
 (%)****

Grand Totals

- * If multiple year proposal, attach additional proposed 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 outlay budget funds, and at what level (department, college, or university)?
 Match funds require provost's signature.
- **** What is the basis of overhead rate or indirect cost if different from university rate?

Note: Attach documentation of indirect cost rate or agency policy.

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Does this project involve*:

- | | | | |
|------------------------------|--|--------------------|--|
| 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"/> |
| intellectual property rights | Yes <input type="checkbox"/> No <input type="checkbox"/> | matching funds** | Yes <input type="checkbox"/> No <input type="checkbox"/> |

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

** If yes, complete the Proposal Match Agreement on the next page.

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**

Date _____

College Dean**

Date _____

AVP Center for Computing Services**♦

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 _____

** 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

