

# Office of Sponsored Projects

**Asst Provost for Research  
Relations**

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**Assoc Dir Corporate & Foundation Relations**

Brenda S. Thomas

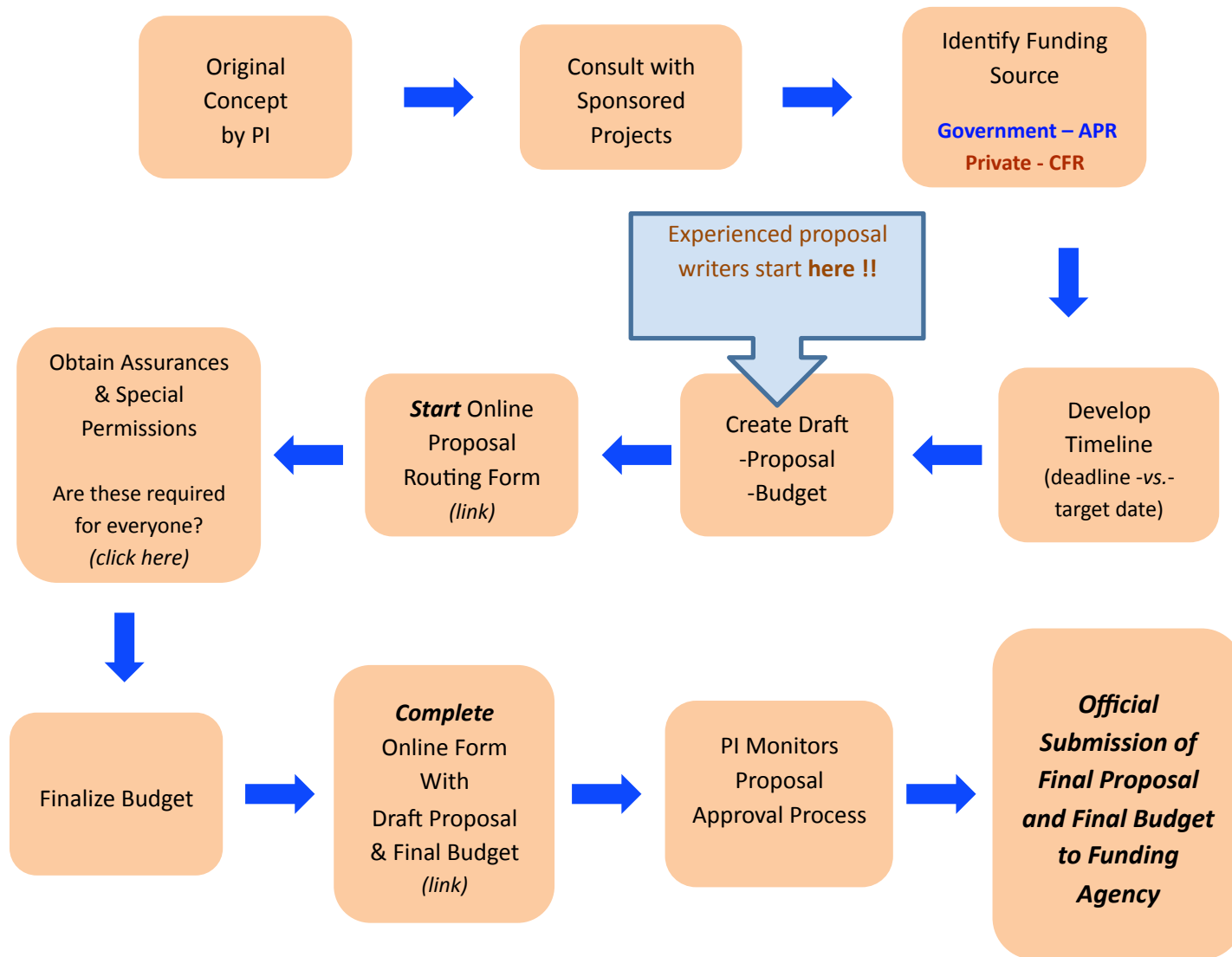
[brenda.thomas @bucknell.edu](mailto:brenda.thomas@bucknell.edu)

**Office Coordinator**

Joelle Coyle

[joelle.coyle@bucknell.edu](mailto:joelle.coyle@bucknell.edu)

## OFFICE OF SPONSORED PROJECTS INTERNAL GRANT PROPOSAL PROCESS



# Assurances and Special Permissions

**Each of the following elements will be queried on the online approval form and may require special permission.**

Your attention and effort on the online form will be directed ONLY to those elements that are relevant to **YOUR** proposal. To prevent delays in your online submission, please start your conversation with the appropriate individuals as early as possible.

## **WILL YOUR PROJECT INVOLVE:**

### **The purchase of a computer/software:**

You will be asked to describe planned purchase of computers, software, mobile devices, as well as the need for computer programming/support. All purchases must be made through L&IT at the time of award.

*For questions, contact: Mary Ann Burkland ([maryann.burkland@bucknell.edu](mailto:maryann.burkland@bucknell.edu) 570-577-1795)*

### **The hiring of new personnel:**

For all new positions you will be required to consult with HR to develop a job description and determine a salary for your budget. This includes administrative, post-docs, technical staff, etc., but not students.

*For questions, contact: Gene Crawford ([gene.crawford@bucknell.edu](mailto:gene.crawford@bucknell.edu) 570-577-1631)*

## **WILL YOUR PROJECT INVOLVE:**

### **The purchase of equipment:**

You may be required to consult with your Department Chair, Dean and/or the Office of Facilities to ensure that appropriate space and utilities are available.

*For questions, contact: Dennis Hawley ([dennis.hawley@bucknell.edu](mailto:dennis.hawley@bucknell.edu) 570-577-1911)*

### **Renovations:**

You will be required to consult with your Department Chair, Dean, and the Office of Facilities.

*For questions, contact: Dennis Hawley ([dennis.hawley@bucknell.edu](mailto:dennis.hawley@bucknell.edu) 570-577-1911)*

### **Use of biohazards and/or hazardous materials:**

You will be required to describe what materials will be used and to what extent.

*For questions, contact: Jim McCormick ([james.mccormick@bucknell.edu](mailto:james.mccormick@bucknell.edu) 570-577-3337)*

### **Campus events:**

You will be required to give details and consult with the Events Management Office.

*For questions, contact: Pat Ringkamp ([pat.ringkamp@bucknell.edu](mailto:pat.ringkamp@bucknell.edu) 570-577-3167)*

### **Animal subjects:**

You will be required to provide information on the status of your IACUC protocol.

*For questions, contact: Ken Field ([ken.field@bucknell.edu](mailto:ken.field@bucknell.edu) 570-577-3814)*

### **Human subjects:**

You will be required to provide information on the status of your IRB application.

*For questions, contact: Abe Feuerstein ([abe.feuerstein@bucknell.edu](mailto:abe.feuerstein@bucknell.edu) 570-577-3293)*

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# Grant Proposal Processing and Approval Form

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## Resume In Progress Proposal

You have a saved in-progress proposal. You can choose to resume your progress below.

Resume Proposal:

Start a New Proposal?

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### TEST

#### General Information

Proposal Type:	New Proposal
Type of Funder:	Federal Government
Name of Funder:	NSF
College / Division 1:	College of Arts & Sciences
College / Division 2:	N/A
Project Name:	Fellows Event Example
Deadline for Submission:	10/13/2012 <i>If you are not sure of any dates, please provide an estimate.</i>
Start Date:	10/15/2012
End Date:	10/31/2012
Total Amount Requested:	\$1000000 <i>No commas or decimals please.</i>

Is this a sub-award from another institution? ☐ Yes ☒ No

Will a sub-award be disbursed to another institution? ☐ Yes ☒ No

Will more than 50% of the work be done off campus? ☐ Yes ☒ No

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**Project Name:** Fellows Event Example

**Deadline for Submission:** 10/13/2012 *If you are not sure of any dates, please provide an estimate.*

**Start Date:** 10/15/2012

**End Date:** 10/31/2012

**Total Amount Requested:** \$1000000 *No commas or decimals please.*

**Is this a sub-award from another institution?** ☐ Yes ☒ No

**Will a sub-award be disbursed to another institution?** ☐ Yes ☒ No

**Will more than 50% of the work be done off campus?** ☐ Yes ☒ No

**Principal Investigator(s)**

**Primary PI:** Carol Burdsal (cab066) - Provost

**Department Chair Username:** smyer

[Check Directory](#)

**Assigned Bucknell CO-PI:**

There are no CO-PIs currently assigned to this proposal.

**Assign a Bucknell CO-PI:**

**Username:**   [Check Directory](#)

*Progress will be saved when you click the "Save" or "Continue" buttons. Resume your proposal by returning to this page.*

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## Resource Commitments

Check all that apply to this proposal

### Commitments of Human Resources

- ☐ Faculty academic year salary
- ☒ Faculty summer salary
- ☐ Faculty course release
- ☐ Undergraduate/graduate student support
- ☒ Professional technical staff/Post doc
- ☐ Secretarial/administrative assistant staff support

### Commitments of Facilities & Equipment

- ☐ New equipment purchases are included in the budget.
- ☒ Renovations or additional space is required.
- ☒ Computer services OR additional computer equipment will be required.
- ☐ This is a proposal seeking funding to host a conference.
- ☐ Instructional Facilities Impact - REQUIRED FOR ENGINEERING ONLY

### Commitments of Financial Resources

- ☐ Matching funds are required or included.
- ☐ University commitments are required beyond the grant period.

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#### Compliance

Check all that apply to this proposal

#### Research Compliance

- ☐ Research with Human Subjects ⓘ
- ☒ Research with Animal Subjects ⓘ
- ☐ Biohazards and/or Hazardous Materials ⓘ

#### Federal Compliance

- ☐ This proposal is being submitted to a federal funding agency.
- ☐ This proposal is being submitted to the NSF.

#### Other Considerations

- ☐ Potential Intellectual Property ⓘ

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Overhead (Indirect Costs)

☐ The sponsoring organization allows recovery of overhead charges

Please provide any further information regarding the overhead costs.

Go Back Save Draft Continue

Form Navigation

General Information

Overhead Charges

Professional Support

Renovations

Computing Services

Animal Subjects

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Review Your Proposal

Below is a summary of your proposal. Please review that the information provided is accurate and complete before proceeding.

General Information [EDIT]

Project ID:	364
Proposal Type:	New Proposal
Type of Funder:	Federal Government
Name of Funder:	NSF
College / Division 1:	College of Arts & Sciences
College / Division 2:	
Project Name:	Fellows Event Example
Start Date:	10/15/2012
End Date:	10/31/2012
Deadline for Submission:	10/13/2012
Total Amount Requested:	\$1000000
Is this a Sub Award?	No
Sub Award Disbursed to other institution?	No
Sub Award Comments?	
More than 50% Off Campus?	No
Department Chair:	Mick Smyer (smyer@bucknell.edu)
Principal Investigators:	Carol Burdsal (Primary) Charles Kim

Form Navigation

General Information

Overhead Charges

Professional Support

Renovations

Computing Services

Animal Subjects

Review and Upload

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**Department Chair:** Mick Smyer (smyer@bucknell.edu)

**Principal Investigators:** Carol Burdsal (Primary)  
Charles Kim

**Resource Commitments [EDIT]**

Funding Agency Allows Overhead / Indirect Charges:	COMPLETE [EDIT]
Faculty Summer Salary:	COMPLETE [EDIT]
Faculty Course Release:	N / A [EDIT]
Undergraduate/Graduate Student Support:	N / A [EDIT]
Professional Technical Staff / Post Doc:	COMPLETE [EDIT]
Secretarial / Administrative Assistant Staff Support:	N / A [EDIT]
Faculty Academic Year Salary:	N / A [EDIT]
New Equipment Purchases Included in Budget:	N / A [EDIT]
Renovations or Additional Space Required:	COMPLETE [EDIT]
Computer Services or Additional Computer Equipment Required:	COMPLETE [EDIT]
Funding to Host a Conference Required:	N / A [EDIT]
Engineering Facilities Impact:	N / A [EDIT]
Matching Funds Required or Included:	N / A [EDIT]
University Commitments Required Beyond Grant Period:	N / A [EDIT]

**Compliance [EDIT]**

Research with Human Subjects:	N / A [EDIT]
Research with Animal Subjects:	COMPLETE [EDIT]
Biohazards and/or Hazardous Materials:	N / A [EDIT]
Submitting to a Federal Funding Agency:	N / A [EDIT]
Submitting to the NSF:	N / A [EDIT]
Potential Intellectual Property:	N / A [EDIT]

Go Back Continue to Upload Documents and Submit

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Document Upload and Submission

Proposal (Required):  
Must be in .doc, .docx, or .pdf format

Browse...

Final Budget (if not included in proposal):  
Must be in .doc, .docx, .xls, .xlsx, or .pdf format

Browse...

Other Supporting Documents (Optional):

Browse...

Add Another

By submitting this application I, Carol Burdsal, confirm that the activities described in the proposal and all the attachments are beneficial to the university and its mission and that I can fulfill all obligations assigned to me.

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Submit Proposal

It may take a few moments to submit your proposal. Please do not leave the page and only click submit once.

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## Grant Proposal Form Admin Interface

# TEST

### Viewing Proposal #000363 - Test grant application

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Actions:

No Actions are currently available to you.

### Required Approvals

Professional Technical Support:	Amy Britton	APPROVED 10/05/2012
Professional Technical Support:	Gene Crawford	APPROVED 10/05/2012
Renovations:	Mike Patterson	APPROVED 10/03/2012
Renovations:	Dennis Hawley	APPROVED 10/03/2012
Engineering Facilities:	Keith Buffinton	APPROVED 10/07/2012
Engineering Facilities:	Karen Marosi	APPROVED 10/07/2012
Human Subjects:	Abe Feuerstein	APPROVED 10/04/2012
Department Chair:	Jeffrey Csernica	NOT APPROVED
Assoc. Dean 1:	Karen Marosi	APPROVED 10/07/2012
Dean 1:	Keith Buffinton	APPROVED 10/07/2012
Finance:	Dennis Swank	NOT APPROVED

Project Detail

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### Project Detail

Project ID:	363
Approval Status:	PENDING
History:	mpatters APPROVED on 10/03/12 <a href="#">Comments</a>
	afeurstn APPROVED on 10/04/12 <a href="#">Comments</a>
	gcrawfor APPROVED on 10/05/12 <a href="#">Comments</a>
	buffintk APPROVED on 10/07/12 <a href="#">Comments</a>
External Status:	N/A
Proposal Type:	New Proposal
Type of Funder:	Federal Government
Name of Funder:	National Science Foundation
College / Division 1:	College of Engineering
College / Division 2:	
Project Name:	Test grant application
Start Date:	10/06/2012
End Date:	10/31/2012
Deadline for Submission:	10/05/2012
Total Amount Requested:	\$78
Department Chair:	Jeffrey Csernica (csernica@bucknell.edu)
Is this a Sub Award?	No
Sub Award Disbursed to other institution?	No
Sub Award Comments?	
More than 50% off campus?	No
Principal Investigators:	Brandon Vogel (Primary) Charles Kim

### Proposal Documents

Proposal Folder:	\\netspace\departments\external_relations\projects\GrantProposals\000363_TEST
Proposal Documents:	000363_Additional_Doc_2012_03_10.docx



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Sub Award Comments:

More than 50% off campus? No

Principal Investigators: Brandon Vogel (Primary)  
Charles Kim

### Proposal Documents

Proposal Folder: \\netspace\departments\external\_relations\projects\GrantProposals\000363\_TEST

Proposal Documents: 000363\_Additional\_Doc\_2012\_03\_10.docx  
000363\_Budget\_2012\_03\_10.docx  
000363\_Proposal\_2012\_03\_10.docx

Upload New Document:  Browse... -- Select Document Type -- Upload

### Resource Commitments

Funding Agency Allows Overhead / Indirect Charges:	YES <a href="#">[VIEW]</a>
Faculty Summer Salary:	YES
Faculty Course Release:	NO
Undergraduate/Graduate Student Support:	YES <a href="#">[VIEW]</a>
Professional Technical Staff / Post Doc:	YES <a href="#">[VIEW]</a>
Secretarial / Administrative Assistant Staff Support:	NO
Faculty Academic Year Salary:	NO
New Equipment Purchases Included in Budget:	YES <a href="#">[VIEW]</a>
Renovations or Additional Space Required:	YES <a href="#">[VIEW]</a>
Computer Services or Additional Computer Equipment Required:	NO
Funding to Host a Conference Required:	NO
Engineering Facilities Impact:	YES <a href="#">[VIEW]</a>
Matching Funds Required or Included:	NO
University Commitments Required Beyond Grant Period:	NO

### Compliance

Research with Human Subjects:	YES <a href="#">[VIEW]</a>
Research with Animal Subjects:	NO
Biohazards and/or Hazardous Materials:	NO
Submitting to a Federal Funding Agency:	YES



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Faculty Summer Salary:	YES
Faculty Course Release:	NO
Undergraduate/Graduate Student Support:	YES <a href="#">[VIEW]</a>
Professional Technical Staff / Post Doc:	YES <a href="#">[VIEW]</a>
Secretarial / Administrative Assistant Staff Support:	NO
Faculty Academic Year Salary:	NO
New Equipment Purchases Included in Budget:	YES <a href="#">[VIEW]</a>
Renovations or Additional Space Required:	YES <a href="#">[VIEW]</a>
Computer Services or Additional Computer Equipment Required:	NO
Funding to Host a Conference Required:	NO
Engineering Facilities Impact:	YES <a href="#">[VIEW]</a>
Matching Funds Required or Included:	NO
University Commitments Required Beyond Grant Period:	NO

Compliance

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Research with Animal Subjects:	NO
Biohazards and/or Hazardous Materials:	NO
Submitting to a Federal Funding Agency:	YES
Submitting to the NSF:	YES <a href="#">[VIEW]</a>
Potential Intellectual Property:	YES

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