GRANT PROPOSAL PROCESSING FORM

Approval of proposal for External Funding

Proposals for external funding require prior approval. Please submit the Grant Proposal Processing Form along with final budget, proposal draft (project scope and outcomes must be final to your department chair for approval; then submit the signed packet for processing to:

FOR FACULTY IN ARTS AND SCIENCES:

a) Submit to the Associate Dean at least one week prior to the funder's submission deadline.

FOR FACULTY IN ENGINEERING:

a) Submit preliminary budget and budget justification to the Assistant to the Dean at least two weeks prior to funder's submission deadline.

b) Submit final packet with department chair's approval to the Associate Dean at least one week prior to the funder's submission deadline.

c) Submit the Instructional Facilities Impact Statement to the Associate Dean at least one week prior to the funder's submission deadline.

IMPORTANT: For non-federal proposals, please submit a summary of your project scope and project deliverables for risk assessment at least one month prior to funder's submission deadline.

FOR ALL FACULTY:

The Associate Deans will obtain signatures from the appropriate Dean and the Office of Finance. Attach IRB, IACUC, Drug-Free Workplace, NSF Conflict of Interest, and Institutional Biosafety approval if required.

Project Title: _____

Funding Agency: _____

Funding Agency Type: ☐ Federal Government
☐ State/Local Government
☐ Corporate Sponsored Research
☐ Foundation or Corporate Giving Program
☐ Other: _____

_____ Date submitted to Dean's Office   _____ Submission Deadline to Funding Agency

_____ Proposed Grant Start Date   _____ Proposed Grant End Date

Total External Funding to Bucknell University: $_____

Principal Investigator/Project Manager and Project Team: _____

_____

Brief Summary of Bucknell Commitment (If none show a zero):

☐   **Matching Funds are required by program or agency.**
☐   **Matching Funds require external fund raising.**

	Cash	In Kind	Budget #
1. Personnel:			
New-			
Existing-			
2. Equipment:			
New-			
Existing-			
3. Operating Costs:			
4. Facilities (describe):			
5. Other (describe):			
TOTALS:			

Principal Investigator/Project Manager and Project Team Signatures

Name	*Date*
Name	*Date*
Name	*Date*
Name	*Date*

Institutional Approval

I have studied this proposal and concur that it fulfills the research/teaching aims of the department, does not conflict with existing departmental or college initiatives, furthers the professional development of the applicant(s), and is economically justified.

_____
Department Chairperson   *date*

_____
Department Chairperson (if 2nd department is involved)   *date*

_____
Dean of the College   *date*

_____
Associate Vice President for Finance   *date*

Contacts to Receive Copies of Signed Approval Documents and Proposal

Proposals to corporations or foundations for grants or gifts (excluding contracts):
Director of Corporate & Foundation Relations

☐   The Office of Corporate and Foundation Relations has been consulted and agrees that the project fits the funder's guidelines and does not conflict with other Bucknell proposals to that organization.

☐   CFR to track proposal in Banner – Finance office not required to track in pre-proposal stages

Proposals involving curricular expansion or changes:
Vice President for Academic Affairs

Proposals requesting computer equipment:
Director of Computer Center

Proposals including the hiring of new staff:
Director of Human Resources

Proposals involving graduate students or graduate programs:
Director of Graduate Studies

Proposals involving human subjects research:
Chair, Institutional Review Board

<u>Check Each Item as It Applies to Your Proposal</u>

A. HUMAN RESOURCES REQUIREMENTS

1. Faculty Release Time

☐ No faculty release time is required for this project during the academic year.

☐ Faculty release time is required as follows _____

☐ Release time funds required in amount of $_____

Source of release time funds is (include university account number) _____

☐ Faculty release time and resulting teaching load responsibilities have been discussed with and approved by the Department and the Dean. *Please attach a precise statement of these arrangements.*

2. Undergraduate and Graduate Student Support

☐ No additional student staffing is required for this project.

☐ Funds (wages and summer benefits) for all students participating in the project are included in the proposal budget.

☐ Required assistance can be provided by present department student assistance at no increase in departmental wage or salary budget, and without overtime charges.

☐ Graduate student(s) support (tuition and stipend) is included within the proposal.

☐ A graduate student tuition scholarship (in support of externally funded research) has been approved by the Director of Graduate Studies. (Attach email to this paperwork.) The stipend is included within the proposal.

3. Professional Technical Staff (currently employed by Bucknell)

☐ No professional technical staff assistance is required for this project.

☐ Currently employed professional technical staff assistance is required for this project as follows:

    ☐ By what member(s) of the staff: _____

    ☐ During what month(s) will you require assistance and how many hours?

☐ Sept. ____	☐ Oct. ____	☐ Nov. ____	☐ Dec. ____
☐ Jan. ____	☐ Feb. ____	☐ Mar. ____	☐ Apr. ____
☐ May ____	☐ June ____	☐ July ____	☐ Aug. ____

Staff Member's initials: _____

☐ Required assistance can be provided by present staff at no increase in departmental or College wage or salary budget, and without overtime charges, if applicable.

4. Non-Faculty Staff to be hired for this project (including post docs, lab analysts, etc.)

☐ No additional staffing is required for this project.

☐ Additional personnel must be hired for this project and all salary and benefit costs are included in budget.
☐ **In Arts and Sciences**: Personnel needs and costs have been reviewed with the Director of Human Resources. *Please forward HR approval to Associate Dean via email.*
☐ **In Engineering**: Personnel needs and costs have been reviewed with the Assistant to the Dean who has consulted with Director of Human Resources. *Assistant to the Dean initials:* _____

5. Secretarial/Academic Assistant Staff

☐   No additional staffing is required for this project.

☐   ARTS and SCIENCES: Required assistance can be provided by present department secretarial/academic assistant at no increase in departmental wage or salary budget, and without overtime charges.

☐   ENGINEERING: Required assistance (beyond administrative support provided by Dean's Office assistant) can be provided by present department secretarial/academic assistant at no increase in departmental wage or salary budget, and without overtime charges.

B. FACILITIES AND EQUIPMENT REQUIREMENTS

1. Equipment

☐   No equipment is required for this project.

☐   All equipment required for this project is currently available in the department or can be borrowed from another department.

☐   Funds for purchase or lease of new equipment required are included in the budget and will be placed in existing departmental space.

☐   The University will be expected to purchase or lease the equipment noted on the attached list, and as noted above.

2. Space

☐   No additional laboratory or office space is required.

☐   Present space is inadequate. The attached statement specifies the additional space needs of this project. Construction or alteration of cost estimates are to be obtained from the Director of Facilities. ***For projects in the College of Engineering: Submit an Instructional Facilities Impact Statement along with this form.***

If appropriate, please forward Space Committee (Arts and Sciences) or Instructional Facilities Committee (Engineering) approval to appropriate Associate Dean via email.

3. Utility Services

☐   Utility services (heat, light, power, air conditioning, telephone) currently available within proposed space are adequate.

☐   Additional utility services will be required as specified in the attached statement. Cost estimates are to be obtained from the Director of Facilities.

4. Computer Services (programming, support)

☐   No additional computer services are required for this project.

☐   Computer services will be required for this project. These services have been reviewed with your departmental computer liaison, the Director of Computer Activities, or the Committee on Academic Computing (CAC) or Administrative Computing Committee (ACC), if appropriate. Computer costs will be funded as follows:

$_____To be absorbed by ISR without need for additional funding

$_____To be funded by the grant

$_____Listed as a budget line item to be contributed by Bucknell

$_____Total computer costs

Please forward ISR liaison's or Engineering Computing Support Team approval to Associate Dean via email or their signature here: _____

5. Computer Equipment

☐ No computing equipment or software is required for this project.

☐ The computing equipment or software included in the proposal is consistent with the department's and the university's academic computing plan.

☐ If the proposal is not granted, the computing equipment would be included in a CAC or ACC request for university funding.

☐ The use of the computer equipment or software in the proposal represents significant and appropriate innovation in pedagogical computing.

☐ Appropriate tradeoffs in computing equipment have been considered.

Please forward ISR liaison's or Engineering Computing Support Team approval to Associate Dean via email or their signature here: _____

C. FINANCIAL REQUIREMENTS

1. Overhead Included as Follows

☐ 52% of Total Compensation and Benefits as per federally negotiated agreement.

☐ Overhead restricted by agency guidelines. Overhead rate of _____% of $_____   is included in budget.

☐ Overhead not authorized by agency.

☐ 50% or more of this project will be performed off-campus.

☐ Shared Overhead request is attached.

☐ Other as follows_____

2. University Commitment Beyond Grant Period

☐ No continuing commitment required beyond the grant period.

☐ University contribution of funds, personnel, support services, equipment, space, etc., required beyond grant period as follows: _____

3. Budget Items Provision

College of Engineering

The attached budget has been reviewed and approved:

Signature of Assistant to the Dean _____

College of Arts & Sciences

Included (check all that apply)

☐ Salary, wages, benefits of *all* participants

☐ Undergraduate Assistants
☐ Graduate Assistants
☐ Tuition Remission
☐ Secretarial Assistance
☐ General or Technical Labor
☐ Laboratory or Other Supplies
☐ Travel, Telephone, Duplicating, Publication Costs
☐ Library Acquisitions
☐ Computer Requirements
☐ Other (please specify)

D. FOR ENGINEERING ONLY

1. Environmental Science Lab Equipment/Facilities

☐   Use of the ESL equipment and facilities is not required for this project.

☐   Use of the ESL equipment and facilities is required and has been reviewed with the ESL Director. *ESL initial here:* _____

☐   Equipment is being purchased by grant funds for the ESL facility and will be located: _____

ESL initial here: _____

  ☐   Existing utilities are available to support this equipment.

  ☐   Additional utilities will be needed to support this equipment.

  Explanation: _____

  ☐   Specialized training will not be required for faculty/staff for the safe operation of this equipment.

  ☐   Specialized training will be required for faculty/staff for the safe operation of this equipment. Cost will be covered by: _____

2. Product Development Lab Equipment/Facilities

☐   Use of the PDL equipment and facilities is not required for this project.

☐   Use of the PDL equipment and facilities is required and has been reviewed with the PDL Director. *PDL initial here:* _____

☐   Equipment is being purchased by grant funds for the PDL facility and will be located: _____

PDL initial here: _____

  ☐   Existing utilities are available to support this equipment.

  ☐   Additional utilities will be needed to support this equipment. Explain: _____

  _____

  ☐   Specialized training will not be required for faculty/staff for the safe operation

  of this equipment.

  ☐   Specialized training will be required for faculty/staff for the safe operation of this equipment. Cost will be covered by: _____

3. Project Construction

☐   This project does not require a working model/apparatus to be constructed.

☐   This project does require a working model/apparatus to be constructed.

  Who will be involved in the building?_____

  Where will the project be constructed?_____

  How much space will be project require? _____

  During what period will be space be needed? _____

  Will the project require storage beyond end of project? _____

☐   This project is linked to faculty scholarship.

☐   This project is faculty consulting.

☐   This project will receive academic credit. Course number: _____

E. MISCELLANEOUS REQUIREMENTS

1. Human Subjects, Laboratory Animals, Hazardous Materials, and Recombinant DNA or Viruses

☐ No human subjects, laboratory animals, hazardous materials, or recombinant DNA or viruses are involved in this project.

☐ Human subjects are involved, and approval of the procedures to be employed in this project have been approved by the Institutional Review Board (IRB) or IRB Chair. *Please forward or include approval from IRB Chair or representative.*

☐ Laboratory animals are involved. The project budget includes funds to meet all regulations and requirements, and the procedures to be employed in this project have been approved by the Institutional Animal Care and Use Committee (IACUC).

☐ Hazardous materials or agents are involved. The project budget includes funds for their safe use and disposal. (Please include explanation in the proposal.)

☐ Recombinant DNA molecules or viruses are involved. The project budget includes funds to meet all regulations and requirements, and the procedures to be employed in this project have been approved by the Institutional Biosafety Committee.

2. Patents or Software Development

☐ No patentable invention or software development will result from this project.

☐ Patent or software agreement will be executed by all participating parties on receipt of grant or contract. *Patent agreement has been reviewed by the Office of General Counsel.*

☐ Patent or software agreement not required by agency.

3. Drug-Free Workplace Certification (Required from grantees of federal agencies)

☐ Proposal is *not* being submitted to a federal agency.

☐ Proposal *is* being submitted to a federal agency. Drug-Free Workplace Certification is required. Certification form can be obtained from the appropriate Associate Dean or Office of the Vice President for Finance and Administration.

4. Conflict of Interest (Required by National Science Foundation):

☐ Proposal is *not* being submitted to the National Science Foundation.

☐ Proposal *is* being submitted to the National Science Foundation. (Disclosure statements required. Forms can be obtained from the appropriate Associate Dean or the Office of the Vice President for Finance and Administration.)

5. Risk Assessment

☐ Proposal does not appear to involve significant risk (such as environmental impact, applied engineering research, off-site travel by Bucknell students, etc.)
Dean's initials _____.

☐ The proposal has some risk but has been approved by the Dean and has not been reviewed by General Counsel based upon the low risk. *Dean's initials _____.*

☐ The proposal has moderate risk and has been reviewed by General Counsel and found to be acceptable. (Please coordinate risk assessment through the Associate Dean, who will serve as liaison to General Counsel and/or Dean.) *General Counsel approval attached.*