

## **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)*

#### **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)*