**Gettysburg College  
External Funding Proposal Processing Form**

*Please return completed form with a copy of your proposal budget and draft narrative* ***at least 10 working days******prior to submission date*** *to Dawn Helsing Wolters* [*dhelsing@gettysburg.edu*](mailto:dhelsing@gettysburg.edu)*).*

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| --- | --- | --- |
| Name of Applicant | | |
| Title of Project | | |
| Proposed Funder/Sponsor | | Submission Deadline |
| Source of Funding  Federal Govt.  State/Local Govt.  Foundation  Corporation | | |
| Amount Requested  $ | College Match/Cost Share (if any)  $ | Period of Support |
| Indirect Cost or Overhead Included:  College’s Federal negotiated rate  limited by funder to \_\_\_\_ %  overhead not allowed by funder | | |

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| First Request? | Renewal? | Retry? | Supplement? |

***Please provide a detailed response:***

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| During the life of the grant, do you plan to request a research leave or sabbatical?   * If yes, when? How will this impact the grant? * If yes, are you requesting grant dollars to support the leave or sabbatical? |
| ***Please describe other staffing implications of the proposed project:*** |
| Summer salary?  Course release?  Administrative Assistant?  Other personnel? |
| Is this project to continue at the end of the grant?  If yes, what is the source of budgetary support? |
| Does the project require subcontracts or collaborative agreements?  If yes, provide subcontractor/collaborator names. |
| Does the project require additional laboratory/office space or modification to existing space?  If yes, please describe: |
| Does the project require significant use of auxiliary services? (dining, printing, mailing, etc.)  If yes, please describe: |
| Does the project require significant use of IT services?  If yes, please describe: |
| Does this project involve international travel for you or your students?  If yes, contact the [Center for Global Education](http://www.gettysburg.edu/about/offices/provost/cge/) before departure. |

**FEDERAL APPLICANTS ONLY** *(you must answer each question)***:**

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| Have you completed the College’s [Conflict of Interest Form](file:///\\adminhomenas\Colrel$\College%20Grants\Website%20Stuff\Web%20Forms\Conflict+of+Interest+Form+5.5.2022.docx)? |
| Will any research be conducted off-site (off-campus)?  If so, please work with College Grants to develop a Safe & Inclusive Workplan for your research. |
| Does your research involve human subjects?  If so, have you sought or are you seeking approval from Gettysburg’s [Institutional Review Board (IRB)](https://www.gettysburg.edu/offices/provost/irb/)? (Please provide a copy) |
| Does your research involve animal subjects?  If so, have you sought or are you seeking approval from [Gettysburg’s Institutional Animal Care and Use Committee (IACUC)](https://www.gettysburg.edu/offices/provost/iacuc/)? (Please provide a copy) |
| Does your research involve recombinant or synthetic nucleic acid molecules and/or infectious agents?  If so, please contact College Grants. |
| Will the project use radioactive materials, or Class IIIB or IV lasers?  If so, have you sought approval from Gettysburg’s Radiation Safety Officer ([Steve James](mailto:Steven%20James%20%3csjames@gettysburg.edu%3e))? |
| Does your project include research by undergraduate students?  If so, have you read/do you agree to follow the College’s plan for [Responsible Conduct of Research?](https://www.gettysburg.edu/offices/student-scholarly-engagement/undergraduate-research-creative-activity/responsible-conduct-of-research-plan) |
| Does your project include the purchase with federal funds of equipment costing more than $3,000?  If yes, please describe: |
| As a condition of award acceptance, the PI understands and agrees that Gettysburg College will comply with the sponsor’s notification policy on Sexual Harassment, Other Forms of Harassment, or Sexual Assault. **Initial Here**: |

**ALL APPLICANTS: SIGNATURES:***On behalf of my department/division, I certify approval of and support for this funding submission:*

**Signature Date**

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| **Department Chair (obtain first)** |  |  |
| **College Grants** |  |  |
| **Provost Office (College Grants will obtain)** |  |  |
| **Finance (College Grants will obtain)** |  |  |

*I certify that the above information is true, complete, and accurate to the best of my knowledge. I agree to comply with all award terms and conditions and* [*College policies and procedures*](https://www.gettysburg.edu/offices/grants/guidebook/) *if an award is made.*

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| **Applicant Signature:** | Date: |

**NIH APPLICANTS ONLY:** *By signing below, I certify (1) that the information submitted within the application is true, complete and accurate to the best of my knowledge; (2) that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties; and (3) that I agree to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of the application.*

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| Applicant Signature: | Date: |