**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**).*

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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?
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| ***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:///%5C%5Cadminhomenas%5CColrel%24%5CCollege%20Grants%5CWebsite%20Stuff%5CWeb%20Forms%5CConflict%2Bof%2BInterest%2BForm%2B5.5.2022.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)? |
| 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:  |