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| **For Grants office use only:** |
| No:  |
| Date submitted:  |

 **furman proposal review and clearance form**

Project Title:

Prospective Funding Source:

Proposal Deadline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project Period (start/end dates): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Submission: **[ ]** New Project-First time submission **[ ]** New Project-Resubmission **[ ]** Continuation

Project manager/investigator (**please print**):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Co-Investigator(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please fill out this form completely and attach a copy of the proposal.**

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** |  |
|  |  | Are University funds for the project presently available in your departmental budget? |
|  |  | Is this request for the renovation or remodeling of existing space or acquisition of additional space? **If yes, attach explanation of what will be needed to do project and how this will be funded.** |
|  |  | Will the University be required to purchase any new equipment that is not covered in the project budget in order to conduct this project? **If yes, attach explanation.** |
|  |  | Does it involve human participants or subjects (as defined by USPHS policy)?**If yes, contact Grants office to obtain a signed approval, attach to this form.** |
|  |  | Does it use animals covered by the Laboratory Animal Act (i.e., living vertebrates)?**If yes, contact Dr. John Batson in Psychology to obtain a signed approval, attach to this form.** |
|  |  | Does it involve the use or acquisition of computer-related equipment, software, or services? **If yes, contact David Steinour, Associate Vice President for Information Technology Services, to obtain a signed approval, attach to this form.** |
|  |  | Does it involve the extraordinary use of library resources or services, such as on-line searching, interlibrary loan, or purchase of books or other materials?  **If yes, contact Dr. Janis Bandelin, Director of Libraries, to obtain a signed approval, attach to this form.** |
|  |  | Will the project require released time from normal teaching duties (course release)? **If yes, obtain a signed approval from your department chair, attach to this form.** |
|  |  | Is there an obligation to continue this project beyond the grant period?**If yes, please outline the source of continued funding, attach to this form.** |
|  |  | Is this project part of a collaboration or subaward with another institute? **If yes, please fill out table below.** |
|  |  | As the Principal Investigator, I acknowledge that I have viewed Furman's Responsible Conduct of Research (RCR) plan and will comply with the plan's training and mentoring requirements.  |
|  |  | Is this proposal for federal funding?**If yes, please see Grants Website for the federally required Financial Conflict of Interest form and attach to this form.** |

|  |  |
| --- | --- |
| **Collaboration/Subaward with another institution:** | **[ ]** Collaboration  **[ ]** Subaward |
| Name of Institution:Address of Institution:Lead Institution: | Principal/Co-Investigator:Address:Phone:E-mail: |

**BUDGET**

|  |  |  |  |
| --- | --- | --- | --- |
| **Fiscal Year** | **Grantor****(requested funds)** | **Furman****(matching funds)\*** | **Total** |
|  |  |  |  |
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**\* Provide details about *any* Furman matching funds (cash or in-kind) and indirect costs with attachments.**

1. **If this proposal is a request for federal funding, is salary a component requested in the grant proposal?**

**Yes [ ]  No[ ]**

If yes, state **salary amount** requested and **time/effort** promised**:**

\*\*\*You, and any Co-PIs, are required to keep an ongoing account of the time/effort you expend on this grant. Time & Effort statements are to be sent to Financial Services and the Grants Office every six months where they will be filed with your federal grant. **All federal grants may be audited and we *must* keep accurate time and effort records.\*\*\***

**2. Are matching funds required? Yes** **[ ]  No****[ ]**

 If yes, attach paperwork showing that matching funds were reviewed/approved by Academic Affairs.

**3. Are indirect/overhead costs included in the project budget? (43.9% as of 6/1/13, excluding capital**

 **equipment)? Yes [ ]  No [ ]**

 If yes, how much? $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (If a different percentage is used, please specify.)

 If no, please state reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project Manager/Investigator(s):**

|  |  |
| --- | --- |
| Signature: | Date: |
| Co-Investigator signature: | Date: |

**APPROVAL**

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| --- | --- |
| Department chair/Supervisor: | Date: |
| Grants Administrator: | Date: |
| Associate VP for Finance: | Date: |
| Accounting Manager: | Date: |
| Academic Affairs Budget Director: | Date: |
| Dean of Faculty:  | Date: |
| VPAA & Provost: | Date: |