



northern *State* university

GRANTS AND SPONSORED RESEARCH - PROPOSAL INTERNAL REVIEW AND APPROVAL FORM

Principal Investigator (PI) / Project Director (PD): _____

Title: _____ Department: _____

Phone: _____ Email: _____

PROPOSAL OVERVIEW

Project Title: _____

Project Start and End Dates: _____

Project Performance Site: _____

Name of Funding Agency: _____

Deadline (date and time) for Submission: _____ Electronic? Paper?

Type of Proposal/Application		Purpose of Project	Type of Agency
<input type="checkbox"/> New Project	<input type="checkbox"/> Revision	<input type="checkbox"/> Research	<input type="checkbox"/> Federal
<input type="checkbox"/> Continuation / Renewal	<input type="checkbox"/> Contract	<input type="checkbox"/> Instruction	<input type="checkbox"/> State
<input type="checkbox"/> Supplemental	<input type="checkbox"/> Coop. Agmt.	<input type="checkbox"/> Public Service	<input type="checkbox"/> Other
<input type="checkbox"/> Pre-Proposal / Letter of Intent		<input type="checkbox"/> Other:	

PI/PD % of Effort on Project: _____ Is PI/PD Salary Budgeted in Proposal? yes no
If yes, what amount? _____ Are students involved? yes no

Specify when and at what rate _____

Other Personnel? (specify, incl. hours) _____

FISCAL INFORMATION

Budget Summary:	Year One	Total All Years
Direct Costs		
Indirect Costs (F&A)		
Total Requested		

Indirect Cost Rate Applied (specify reason): _____

Cost Sharing or Match? yes no If yes: Attach Documentation of Amount, Source, and Approval

Is this a sub-award? yes no If so, identify the prime _____

Will this project include a sub-award? yes no If so, identify sub-awardee _____

Does the project involve procurement costs greater than \$25,000? yes no

ADDITIONAL INFORMATION

Institutional Capital Implications or Obligations:

Will equipment over \$5,000 be purchased? yes no

Will computers or software be purchased? yes no

Will university space be modified or renovated for offices, laboratories or equipment? yes no

Compliance Certification Issues:

Will the project involve human subjects? yes no If Yes, IRB approval date and protocol number, or if pending, date submitted to IRB: _____

Will the project involve vertebrate animals? yes no

If the funding agency is federal, have all senior personnel signed financial disclosure forms? yes no

Will students be conducting research as part of the funded project? yes no

Will the research involve biological specimens, rDNA, or potentially hazardous materials? yes no

Will the project involve research or activities abroad or with foreign nationals? yes no

If yes to any of the above, please consult with the Grants Office.

Institutional Approvals:

By signature below, PI/PD and Chair/Coordinator/Supervisor/Dean certify that **(1)** the proposed activities are appropriate to the research, instruction, or public service mission of the individuals, departments, programs, and NSU; **(2)** the necessary resources for the project, including facilities (space, equipment, renovations) and matching (in-kind or in-cash) are committed or budgeted and approved; **(3)** to the best of their knowledge the information provided in the proposal and this form is accurate and complete; **(4)** PIs/PDs have read and complied with the Board of Regents policies regarding conflict of interest, financial disclosure, misconduct in research, intellectual property, and other applicable policies; **(5)** PIs/PDs agree to complete any required training for the project; **(6)** all are aware of no circumstance invalidating the legal certifications and assurances in the proposal to be made on behalf of NSU, including lobbying activity, debarment or suspension, and delinquency on debt; and **(7)** PI/PD accepts the obligation to comply with federal and state regulations, sponsor requirements, terms of the award, and NSU policies and guidelines in conducting the project activities if the project is funded.

Signatures for Certification and Approval:

PI/PD: _____ Date: _____

Co-PI: _____ Date: _____

Co-PI: _____ Date: _____

Chair/Coordinator/Supervisor/Dean: _____ Date: _____

VP for Finance and Administration: _____ Date: _____

Grants and Sponsored Research: _____ Date: _____

Proposal Review and Submission:

Attach a project abstract or summary and a line-item budget (and a budget justification, if required), obtain required signatures, and return the completed form with attachments to the Grants and Sponsored Research Office.

Both the internal review and approval form and the proposal or grant application must be completed and submitted to the Grants Office at least three (3) days before the proposal can be submitted to the funding agency. The Grants Office will obtain the President's signature for the application once the approval form is completed.