

CHECKLIST AND APPROVALS FOR EXTERNAL GRANT SUBMISSIONS

This form must precede all faculty grant proposals that will be submitted for outside funding that will be administered by the College. The purpose of this checklist is twofold. First, this is a guide to help you remember all of the items that should be covered in your planning. Second, it helps us keep track of what commitments are being made in grant proposals so that nothing comes as a surprise, either to you or to us, later on when you grant gets funded. Please obtain signatures for those sections that pertain to your proposal. For example, if your proposal includes purchase of a computer, please review your needs with Andrew White and have him sign this form. If, on the other hand, you are NOT proposing to hire any staff, you DO NOT need to obtain a signature in the Personnel section. Please inform Foundation and Government Relations of your intent to apply and to start the process of approval at least a month before the deadline.

Name of grant: _____

Funding source: _____

BUDGET

FUNDS REQUESTED FROM SPONSOR

(add an additional sheet if proposal is for more than three years)

PERIOD	START DATE	END DATE	DIRECT/\$	F&A (if applicable) /\$	TOTAL
1 ST YEAR					
2 ND YEAR					
3 RD YEAR					
TOTAL					

Budget Reviewed and Approved by Heather Ward in Finance _____ Date: _____

MATCHING COSTS/COST SHARING INFORMATION

_____ Not applicable

\$ _____ TOTAL BATES CONTRIBUTION reviewed and approved by Pamela J. Baker _____

Cash \$ _____ Value of In-Kind \$ _____

PLEASE ATTACH DOCUMENTATION OF SOURCES FOR MATCH/COST SHARE

PERSONNEL

Will you be hiring any support personnel (other than students)? _____ How many months per year? _____

How many hours per week? _____ Salary: _____ Benefits @35.5% of salary: _____

Has this salary level been approved by Human Resources? _____

Is this person already employed at Bates? _____

Will any students be funded from this grant? Are the proposed rates of pay for students in line with college guidelines? _____

Reviewed and approved by Melani McGuire: _____ Not applicable

EQUIPMENT OVER \$5000 REQUESTED

Item	Cost:	College Share:	Maintenance Estimate:	Maintenance Arrangements

Reviewed and approved by Pam Baker: _____ Not applicable
(attach additional documentation if needed)

COMPUTERS/SOFTWARE REQUESTED

Item	Cost:	College Share:	Maintenance Estimate:	Maintenance Arrangements

Reviewed and approved by Andrew White: _____ Not applicable

SPACE OR RENOVATIONS OR MODIFICATION TO COLLEGE PROPERTY

Will there be additional space or renovations that will be needed to conduct this project. _____ Not applicable

If yes, please discuss with your department chair and attach a description. _____ Chair Signature

Has Pam Wichroski or Dan Nein in Physical Plant reviewed these proposed changes? (please allow up to four weeks) _____ YES

Please attach an estimate complete with signed review by Dan or Pam.

Are HUMAN SUBJECTS involved in this proposed work? _____ YES _____ NO

If YES, please indicate how much you will pay and how you will pay the subjects (cash, check...)

If YES, has this project been approved by the IRB and in what category?

_____ IRB Protocol Number _____ Category _____ Date of IRB Approval or:

_____ Date Determined Exempt by IRB _____ Pending (Submitted to IRB) _____ Under Development (Not Yet Submitted)

NOTE: All key personnel must have IRB-approved training. Contact Todd Kahan in Psychology.

Are VERTEBRATE ANIMALS involved in this proposed work? _____ YES _____ NO

If YES, has this project already received IACUC approval? _____ Date of Approval _____ Protocol Number

_____ Pending (Submitted to IACUC) _____ Under Development (Not Yet Submitted)

NOTE: Key personnel engaged in the project's work with animals must have annual training in their care and handling from Mary Hughes.

If appropriate, have you reviewed the Grant Application Environmental Health and Safety Impact List available from Ray Potter in Human Resources or online at XXX? _____ YES _____ NO

If this granting source is federal and requires the filing of a Financial Disclosure/Conflict of Interest form, has this been signed by all senior personnel and submitted? Yes _____ (see Fdn./Gov. Relations for forms)

SIGNATURES OF REVIEW (necessary even if other fields not applicable)

_____ Department or Program Chair by signing, you acknowledge that you have reviewed this Checklist and are aware of the proposal as it pertains to the department.

_____ Foundation and Government Relations

NB: IF ELECTRONIC SUBMISSION OF THE GRANT APPLICATION IS REQUIRED, PLEASE HAVE MATERIALS COMPLETED AND READY **THREE** DAYS PRIOR TO THE DEADLINE. THIS IS NECESSARY IN ORDER TO ENSURE THAT THE APPLICATION CAN BE SUBMITTED SUCCESSFULLY.

P. I. Signature: _____ **Date:** _____

Co-PI Signature: _____ **Date:** _____

I CERTIFY THAT ALL THOSE INVOLVED IN THIS PROPOSAL ARE AWARE OF THEIR PARTICIPATION AND OBLIGATIONS. I AGREE TO ACCEPT RESPONSIBILITY FOR PROVIDING APPROPRIATE TRAINING FOR MYSELF AND FUNDED STAFF ON THOSE RISKS WHICH MAY BE INHERENT IN THIS PROJECT. I UNDERSTAND THAT THIS PROJECT WILL BE ADMINISTERED BY BATES COLLEGE. IN MY ROLE AS PI, I HAVE READ THE POLICIES AND PROCEDURES FOR MANAGING SPONSORED PROGRAMS REFERENCED BY THE FOLLOWING HYPERLINK <http://www.bates.edu/Faculty-Handbook.xml>. I AGREE TO COMPLY WITH BATES COLLEGE POLICIES AND PROCEDURES. I ALSO ASSURE (1) THAT THE INFORMATION SUBMITTED WITHIN THE APPLICATION IS TRUE, COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE; AND (2) THAT I AGREE TO ACCEPT RESPONSIBILITY FOR THE CONDUCT OF THE PROJECT AND TO PROVIDE THE REQUIRED PROGRESS REPORTS IF A GRANT IS AWARDED AS A RESULT OF THE APPLICATION.

IF YOU HAVE ANY QUESTIONS ABOUT THIS FORM OR OTHER MATTERS RELATED TO YOUR GRANT APPLICATION, PLEASE CONTACT PAM BAKER (x6066) OR PHILIP WALSH IN FOUNDATION AND GOVERNMENT RELATIONS (x6240). “ASK EARLY, ASK OFTEN!”

In addition, PLEASE return the completed form with signatures along with a copy of the FINAL proposal in its entirety for our files to: Foundation and Government Relations, Room. 14, Lane Hall.

Revised 06/21/11