

APPROVAL FORM TO DEVELOP A GRANT APPLICATION

- ⇒ *Please submit a completed form to grants@springfieldcollege.edu for distribution as soon as you know you want to start working on a grant application.*
- ⇒ *Please note there is a 4-week minimum prior to the grant deadline to submit this approval form. The completed grant application is due to grants@springfieldcollege.edu five days before the grant deadline.*

I. PROJECT INVESTIGATOR / PROJECT DIRECTOR			
Project Investigator/Project Director	Phone	Email @springfieldcollege.edu	Division/School/Department
Co-Project Investigator/Co-Project Director	Phone	Email @springfieldcollege.edu	Division/School/Department
II. PROJECT AND FUNDER INFORMATION			
Tentative Descriptive Project Title:		Project Duration:	
		Start date:	
		End date:	
Funding Agency/Sponsor & Funding Announcement Number		Grant Application Deadline:	
If sub-award, name of institution subcontracting with Springfield College: _____			
Total amount of funding available: \$_____ Is match/in-kind required: Yes No			
Project Purpose (Check one)	Research	Education	Training Community Service Other, specify: _____
Award Type (Check one)	New	Continuation	Resubmission Renewal Amendment Supplemental
III. INSTITUTIONAL CONSIDERATIONS			
Check all that apply:	Subcontracts needed, list here:	Consultants needed, list here:	
Conflict of Interest	_____	_____	
Capital Equipment	_____	_____	
Non-student Personnel	Matching Required:	Matching Preferred:	
Undergrad Student Personnel	If yes, _____%	If yes, _____%	
Grad Student Personnel	International Project	Proprietary Information	
Leave/Sabbatical			
Other, please explain: _____			
Course Buyout: No Yes, complete the attached Course Buyout Form that will be forwarded to Dept Chair			
Human Subject Research Project: No Yes			
If yes, is prior IRB approval required to submit the application: Yes No			

IV. SIGNATURE AND SUBMISSION

	E- Signature	Date
Project Investigator/Project Director		
Co-PI/Co-PD (if applicable)		

ONCE SIGNED PLEASE EMAIL TO: grants@springfieldcollege.edu

PLEASE EMAIL TONY MOTYL AT AMOTYL@SPRINGFIELDCOLLEGE.EDU WITH QUESTIONS OR SEE "INSTRUCTIONS" ON LAST PAGE OF THIS FORM

V. APPROVALS (Office Use Only)

LINK TO THE RPF/FOA/Funding Announcement:

	Approve		E- Signature	Date
	Yes	No		
Department Chair				
Dean of the School				
Division Vice-President (if applicable)				
Provost/VPAA				
Vice-President of Finance & Administration (or designee)				
Grants & Sponsored Research				

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GRANT COURSE BUYOUT FORM FOR GRANT APPLICATIONS

Springfield College strongly supports faculty efforts to secure external grant funding. Faculty members who are seeking a course buyout as a result of a potential external funding award should discuss this matter with their department chair when completing this form. The department chair oversees course scheduling and is in the best position to assess the impact of the PI/PD's or co-PI/PD's proposed buyout(s) on curricular and other departmental concerns. The standard buyout rate per one three-credit course is 12.5% of annual salary.

Project Title: _____

Grant Period Start Date: _____

Grant Period End Date: _____

Percent (%) of effort required by the grant or specified in your proposal:

	PI/PD	Co-PI/Co-PD
Year One	%	%
Year Two	%	%
Year Three	%	%

Complete Course Buyout Schedule:

	PI/PD		Co-PI/Co-PD	
	<i>Spring</i>	<i>Fall</i>	<i>Spring</i>	<i>Fall</i>
Number of Courses Year One				
Number of Courses Year Two				
Number of Courses Year Three				

Estimated amount (\$) of salary in your grant provided for the course buyout:

	PI/PD	Co-PI/Co-PD
Year One	\$	\$
Year Two	\$	\$
Year Three	\$	\$

	E- Signature	Date
Project Investigator/Project Director		
Co-PI/Co-PD (if applicable)		
Department Chair		

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Instructions for Completing the Approval Form to Develop a Grant Application

Section I: Principal Investigator-Project Director (PI/PD) Information

1. Enter the PI/PD name, campus phone number, and e-mail address. Identify the Division, School, and/or Department of the PI/PD.
2. If there is a co-PI/PD, please add that information.

Section II: Project and Funder Information

1. Include a tentative descriptive Project Title and the start/end dates for the project.
2. For Funding Agency/Sponsor, enter the originating source of the funding (e.g., NIH or NSF) and Funding Announcement #. Include the grant application deadline.
3. If the college is a recipient of a subaward please name of the institution which is providing a subcontract to the College.
4. Enter the amount of funding available. Indicate if Match in the form of in-kind and/or cash is required and percent of Match.
5. Check the primary Project Purpose of this application.
6. Check the Award Type designated by the sponsor of this project. If you have any questions about this category please contact the Office of Grants and Sponsored Research.

Section III: Institutional Considerations

1. Check all the relevant items here.
2. If a course buyout is necessary complete the course buyout form and submit it separately.
3. If IRB approval is required prior to submitting the grant application begin working with the SCIRB Office as soon as possible to obtain approval.

Section IV: Signatures

E-sign the completed form and email the form to grants@springfieldcollege.edu

Email Tony Motyl at amotyl@springfieldcollege.edu if you have questions.
