

CHECKLIST FOR INDIVIDUAL AND INSTITUTIONAL GRANTS

(Page 1 must be completed and submitted to the Foundation Relations/Sponsored Programs Office at least 2 weeks prior to the grant due date)

Introduction

Every faculty member applying for a grant must fill out a Checklist for Faculty and Institutional Grants. This form is designed to confirm that the appropriate administrators and college departments have been informed of a grant application. After filling out the information on the first page AND securing the signature of the department chair, the grant applicant submits this checklist to the Director for Foundation Relations and Sponsored Programs (Box 256) who then obtains all the appropriate signatures on the second page. Only when all signatures are obtained, will the grant be submitted. **For all faculty and institutional grants requiring matching dollars or for grants that the college will be the fiscal agent, the grant must have approval from the college President before submitting the grant to the funding source.**

I. Grant Information

Grant Source: _____

Project Title: _____

Amount Requested: _____ Indirect (F&A) costs allowed: Y N

Indirect costs recovered/budgeted in proposal: _____

Saint Michael's College Match: _____ (include in budget and budget narrative)

Funding Period: From _____ To _____

Proposal Due Date: _____ Principal Investigator: _____ Phone: _____

Brief Description of Grant: Please attach a brief summary of the key details of your grant. Include implications to academics such as course release, sabbatical, adjunct faculty, etc. with timelines for those activities. Include major outcomes or goals of your grant. This need not be a lengthy document, simply an outline for purposes of academic planning and institutional support for your project.

II. Please check any or all of the potential needs for the proposed project listed below:

- Additional office space
- Additional technology needs i.e. computer, telephone, etc.
- IT or Library Information Services
- Sub-grant agreements with outside organizations or individuals
- Construction or renovations

III. Budget: Attach your grant budget to this form. Please use the budget template provided.

IV. Departmental Approval

I have reviewed this proposal and find it consistent with overall departmental priorities and resources:

V. Project Director(s) Assurance

- I/We understand that if this project is approved, I/we am/are responsible for:
- submission of any revisions to the grantor;
 - collection of appropriate approvals in a timely manner;
 - preparation of any required progress/interim reports to the grantor;
 - management of the grant budget.

Project Director(s)/Principal Investigator

Date

Director of Foundation Relations and Sponsored Programs

Date:

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VI. The following directors were consulted as necessary :

Director of Library and Information Services:

() Recommend () Do not recommend for attached reasons () Waive further review

Director of Library and Information Services

Date

Director of Information Technology: Recommendation to Provost

() Recommend () Do not recommend for attached reasons () Waive further review

Director of Information Technology

Date

Director of Physical Plant: Recommendation to Provost

() Recommend () Do not recommend for attached reasons () Waive further review

Director of Physical Plant

Date

Vice President Institutional Advancement: Recommendation to Provost

() Recommend () Do not Recommend for attached reasons () Waive further review

Vice President for Institutional Advancement

Date

VII. *Vice President for Finance: Budget Review and Endorsement*

() Recommend () Do not recommend for attached reasons () waive further review

Vice President for Finance

Date

VIII. Final Recommendations

Dean: Recommendation to the Provost

() Recommend () Do not recommend for attached reasons () Waive further review

Dean of the College

Date

Provost: Recommendation to the President

() Recommend () Do not recommend for attached reasons () Waive further review

Provost

Date

IX. President: Decision

() Approve () Disapprove for attached reasons () Waive further review

President

Date