



DREW UNIVERSITY

GRANT PROPOSAL PROCESSING FORM

Approval of Proposal for External Funding

Proposals for external funding require prior approval. Effective September 1, 2007, you are required to submit this Grant Proposal Processing Form, along with a copy of the **final** proposal narrative, budget, and budget narrative, to the Director of Corporate, Foundation & Government Relations¹ **at least two (2) weeks prior to the external deadline for submission**. This will ensure that the application receives the internal administrative approval required before final submission to the external funding agency.

It is assumed that you will have *already* discussed the project and its impact on Drew – preferably at least two (2) months in advance of the external funding agency’s submission deadline – with the Director of Corporate, Foundation & Government Relations, your department chair, your program director, your Dean, and others, as appropriate.

Project Title: _____

Principal Investigator/Project Director and Project Team: _____

Funding Agency: _____

Funding Agency Type: Federal Government
 State/Local Government
 Corporate Sponsored Research
 Foundation or Corporate Giving Program
 Other: _____

_____ Date submitted to Office of CFGR _____ Proposed Grant Start Date
_____ Submission Deadline to Funding Agency _____ Proposed Grant End Date

Total External Funding to Drew University²: \$ _____

¹ Kenneth Alexo, Jr., kalexojr@drew.edu, 973-408-3067, Alumni/ae House 310.

² For proposals involving subawards, include only the amount to be received by Drew, either as subawardee or as lead institution.

Brief Summary of Drew’s Commitment to Project (if none, write “0”):

**Matching Funds are required by program or agency.
Matching Funds require external fund raising.**

	<u>Cash</u>	<u>In Kind</u>
1. Personnel:		
New-		
Existing-		
2. Equipment:		
New-		
Existing-		
3. Operating Costs:		
4. Facilities (describe):		
5. Other (describe):		
TOTALS:		

Is Drew the lead institution on this proposal? Yes No

Will Drew be required to provide subaward(s)? Yes No

Is Drew a subawardee? Yes No

Comment(s):

Principal Investigator/Project Director and Project Team Signatures

Name _____ *Date* _____

Name _____ *Date* _____

Name _____ *Date* _____

Name _____ *Date* _____

Institutional Approval

I have reviewed this proposal and concur that it fulfills the research/teaching aims of the department and the University, does not conflict with existing departmental or University initiatives, furthers the professional development of the applicant(s), and is economically justified.

Department Chairperson / Program Director *date*

Department Chairperson / Program Director *date*
(if 2nd department or program is involved)

Dean (CLA / Theological School / CSGS) *date*

Associate Vice President for Finance *date*

Provost and Academic Vice President *date*

Contacts to Receive Copies of Signed Approval Documents and Final Proposal

Full final copies of all proposals to corporations, foundations and government agencies must be submitted to the Director of Corporate, Foundation & Government Relations, your department chair, your Dean, and the Provost and Academic Vice President.

Proposals involving human subjects research should also be submitted to the Chair of Drew's Institutional Review Board. It is anticipated that the grantseeker will make the appropriate application to Drew's IRB for proposals that involve human subjects research. The instructions for obtaining IRB approval can be found here: www.depts.drew.edu/cladean/IRB/PI_instructions.htm.

Please check each item as it applies to your proposal.

A. CURRICULAR IMPLICATIONS

1. Curricular Implications

This project does not result in the creation of new courses or programs.
This project results in the creation of a new course or program which must be approved by the appropriate curricular body, should the grant be awarded.
This project results in changes in existing curriculum.

B. HUMAN RESOURCES REQUIREMENTS

1. Faculty to be hired for this project

No new faculty lines are included in this grant.
Additional non-tenured or tenure-track faculty must be hired for this project and all salary and benefit costs are included in budget.
A new tenured or tenure-track faculty member will be hired for this project and the University will assume responsibility for all salary and benefits over time. *Please attach a precise statement of these arrangements.*

2. Faculty Released Time

No faculty released time is required for this project during the academic year.
Faculty released time is required as follows: _____

Released time funds are required in amount of \$ _____
Faculty released time and resulting teaching load responsibilities have been discussed with and approved by the department chair and the Dean. *Please attach a precise statement of these arrangements.*

3. Undergraduate and Graduate Student Support

No additional student staffing is required for this project.
Funds (wages and summer benefits) for all students participating in the project are included in the proposal budget.
Required assistance can be provided by present department student assistance at no increase in departmental wage or salary budget, and without overtime charges.
Graduate student(s) support (tuition and stipend) is included within the proposal.

4. Professional Technical Staff (currently employed by Drew)

No professional technical staff assistance is required for this project.
Currently employed professional technical staff assistance is required for this project as follows:

By the following member(s) of the staff: _____

During what month(s) will you require assistance and for how many hours?

SEP _____	OCT _____	NOV _____	DEC _____
JAN _____	FEB _____	MAR _____	APR _____
MAY _____	JUN _____	JUL _____	AUG _____

Staff initial(s): _____

Required assistance can be provided by present staff at no increase in departmental or University wage or salary budget, and without overtime charges, if applicable.

5. Non-Faculty Staff to be hired for this project (including post-docs, lab analysts, et al.)

No additional staffing is required for this project.
Additional personnel must be hired for this project and all salary and benefit costs are included in budget.

6. Secretarial/Academic Assistant Staff

No additional staffing is required for this project.
Required assistance can be provided by present department secretarial/academic assistant at no increase in departmental wage or salary budget, and without overtime charges.

C. FACILITIES AND EQUIPMENT REQUIREMENTS

1. Equipment

No equipment is required for this project.
All equipment required for this project is currently available in the department or can be borrowed from another department.
Funds for purchase or lease of new equipment required are included in the budget and will be placed in existing departmental space.
The University will be expected to purchase or lease the equipment noted on the attached list, and as noted above.

2. Space

No additional laboratory or office space is required.
Present space is inadequate. The attached statement specifies the additional space needs of this project. Construction or alteration of cost estimates are to be obtained from the Director of Facilities.

3. Utility Services

Utility services (heat, light, power, air conditioning, telephone) currently available within proposed space are adequate.
Additional utility services will be required as specified in the attached statement. Cost estimates are to be obtained from the Director of Facilities.

4. Computer Services (programming, support)

No additional computer services are required for this project.
Computer services will be required for this project. Computer costs will be funded as follows:
\$ _____ To be absorbed by University Technology without need for additional funding
\$ _____ To be funded by the grant
\$ _____ Listed as a budget line item to be contributed by Drew
\$ _____ Total computer costs

5. Computer Equipment

No computing equipment or software is required for this project.
The computing equipment or software included in the proposal is consistent with the department's and the University's academic computing plan.
The use of the computer equipment or software in the proposal represents significant and appropriate innovation in pedagogical computing.
Appropriate tradeoffs in computing equipment have been considered.

D. FINANCIAL REQUIREMENTS**1. Overhead Included as Follows**

F&A Rate of 55 percent of total direct salaries, wages, and benefits has been applied, as per federally negotiated agreement.

Overhead restricted by agency guidelines. Overhead rate of _____% of \$_____ is included in budget.

Overhead not authorized by agency.

50% or more of this project will be performed off-campus, in which case the off-campus F&A Rate of 22 percent of total direct salaries, wages, and benefits has been applied, as per federally negotiated agreement.

Other, as follows _____

2. University Commitment Beyond Grant Period

No continuing commitment required beyond the grant period.

University contribution of funds, personnel, support services, equipment, space, etc., required beyond grant period as follows: _____

E. MISCELLANEOUS REQUIREMENTS**1. Human Subjects, Laboratory Animals, Hazardous Materials, and Recombinant DNA or Viruses**

No human subjects, laboratory animals, hazardous materials, or recombinant DNA or viruses are involved in this project.

Human subjects are involved, and approval of the procedures to be employed in this project has been or will be determined by the Institutional Review Board (IRB) or IRB Chair.

Laboratory animals are involved. The project budget includes funds to meet all regulations and requirements, and the procedures to be employed in this project have been approved by the Institutional Animal Care and Use Committee.

Hazardous materials or agents are involved. The project budget includes funds for their safe use and disposal. (Please include explanation in the proposal.)

2. Patents or Software Development

No patentable invention or software development will result from this project.

Patent or software agreement will be executed by all participating parties on receipt of grant or contract. *Patent agreement has been reviewed by the University's counsel.*

Patent or software agreement not required by agency.

3. Drug-Free Workplace Certification (Required from grantees of federal agencies)

Proposal is *not* being submitted to a federal agency.

Proposal *is* being submitted to a federal agency. Drug-Free Workplace Certification is required. Certification form can be obtained from the Director of Corporate, Foundation & Government Relations.

4. Conflict of Interest (required by National Science Foundation):

Proposal is *not* being submitted to the National Science Foundation.

Proposal *is* being submitted to the National Science Foundation. (Disclosure statements required. Forms can be obtained from the Director of Corporate, Foundation & Government Relations.)

5. Risk Assessment

Proposal does not appear to involve significant risk (such as environmental impact, off-site travel by Drew students, etc.) *Dean's initials* _____.

The proposal has some risk but has been approved by the Dean and has not been reviewed by General Counsel based upon the low risk. *Dean's initials* _____.

The proposal has moderate risk and has been reviewed by the University's counsel and found to be acceptable. (Please coordinate risk assessment through your Dean.) *Counsel approval attached.*