

Eastern Connecticut State University Grant Approval Form

revised 9/13

INSTRUCTIONS (See Page 2 for Complete Instructions): This form and applicable attachments must accompany any proposals being reviewed for submission to external organizations for support of projects which may result in a grant or contract award.

1. Project Title		
2. Project Director (Name)	Title and Department	Phone
3. Funding Sponsor & Program Area	Sponsor's Due Date	4. Application by (check one) <input type="checkbox"/> UNIVERSITY <input type="checkbox"/> FOUNDATION
5. Type of Award: <input type="checkbox"/> Contract <input type="checkbox"/> Gift	Grant: <input type="checkbox"/> Foundation/Private	<input type="checkbox"/> Federal <input type="checkbox"/> Federal pass thru <input type="checkbox"/> State If Federal or Federal pass thru include CDFA#
6. Project Beginning Date	Project Ending Date	

7. Check Appropriate Box(s)—Explain items checked in the space below or attach explanation.

<input type="checkbox"/> Cost Sharing/Matching Funds	<input type="checkbox"/> Human Studies Research (HSR)	<input type="checkbox"/> Equipment Purchases (not paid by grant)
<input type="checkbox"/> New Positions	<input type="checkbox"/> Animal Care & Use	<input type="checkbox"/> Space Renovation
<input type="checkbox"/> Indirect Costs Allowed	<input type="checkbox"/> Radioactive/other Hazardous Waste	<input type="checkbox"/> Continuation After Project Ends
<input type="checkbox"/> Indirect Costs NOT Allowed	<input type="checkbox"/> Biosafety Procedures (BIOHAZ)	<input type="checkbox"/> Credit/Non-credit Off-Campus Courses
<input type="checkbox"/> Student(s) Hired (Stipend)	<input type="checkbox"/> Use of Computer Facilities	<input type="checkbox"/> Collaborations with Others
<input type="checkbox"/> Student Housing for Summer Needed	<input type="checkbox"/> Use of Other Facilities	<input type="checkbox"/> Subcontract with Others
<input type="checkbox"/> Faculty Reassigned Time	<input type="checkbox"/> Use of University Equipment	

8. Explanation and signature for items checked:
MATCHING FUNDS - % Matching Required = \$ Cash or \$ In kind.
SOURCE (Account #) **INDIRECT COSTS** - % allowed = \$

OTHER:

9. Conflict of Interest Statement
 I have reviewed the ECSU Conflict of Interest Policy and there is no significant financial interest by any party as defined above. If this changes during the period of the grant, a revised Disclosure Form will be submitted immediately.
 There is a significant financial interest and a Disclosure Form was submitted to the Grants Office on by:

10. Funds Requested	Direct Costs	Indirect Costs	Total Funds Requested	Matching or In-Kind Funds
\$				

APPROVAL SIGNATURES: Each person involved in the review process should return their signature sheet before the **CRITICAL SIGNOFF DATE:** , or email their approval to the Lucy Davis, Grant Specialist at davislu@easternct.edu. If individual approvals are not received by this date, the application will be completed and the proposal will be submitted.

Department Chair	Date	V.P. , Finance & Administration	Date
Academic Dean	Date	V.P. , Academic Affairs	Date
Grants Office	Date	V.P. , Institutional Advancement	Date
Grants Accountant – University Grants	Date	Other	Date
Business Manager – Foundation Grants	Date	Other	Date

Date Submitted: Express Mail Certified Mail Electronic System: Other

Internal Approval and Submission Procedures for Grant Proposals

All ECSU faculty, staff or administrators submitting any proposals to external organizations which may result in a grant or contract award must complete the forms required for internal review. All forms can be obtained from the Grants Office and may also be downloaded from the Common University Forms on Outlook or from the Grants Office Website at <http://www.easternct.edu/grants/>.

STEP 1 Develop a Budget. If you are applying on behalf of the University, contact the **Grants Accountant in Fiscal Affairs**, who can assist with your budget and can offer support in coordinating with Human Resources about salary and fringe benefits, information on indirect cost rates, etc. If you are applying on behalf of the ECSU Foundation, contact the **Business Manager of the Foundation** for the same information. Generally, all proposals to private funding sources go through the Foundation, while government grants must go through the University. Budgets without salaries should allow a **minimum of one week** for this step. Budgets with salaries should allow a **minimum of two weeks** for this step. It is helpful to draft the budget early in the process to define the amount you will request, and to insure that your proposal is reviewed in a timely manner. If there are matching funds, indirect costs or other special considerations, obtain the required information and approvals early in the process.

STEP 2 Grant Approval Form. Fill out **Sections 1-10** and obtain the Department Chair and Academic Dean signatures. **At least two weeks prior to the due date**, bring the **Grant Approval Form** with two (2) copies of your complete proposal to the Grants Office. Be sure to include any original pages which require Authorized Organizational Representative signature. The Grants Office will provide a copy of your proposal to the Fiscal Affairs Office or to the Business Manager of the ECSU Foundation for final review of the budget, and then it will be distributed to the remaining reviewers listed on the **Approval Form** for their approval.

STEP 3 Submission. After all the reviewers have signed the form, the original proposal will be returned to the Project Director to be mailed to the funding agency, or submitted electronically. Electronic submissions through Grants.gov, NSF's Fastlane and NIH's ERA Commons must be done by the Grants Office or by the Office of Academic Affairs, who are registered with these agencies to submit grants on behalf of the University. Copies of all proposals will be kept by the Vice President for Academic Affairs, the Office of Fiscal Affairs and the Grants Office.

STEP 4 Award/Rejection. Please provide a copy of any award or rejection (by letter or e-mail) to the Grants Office and to the Office of Fiscal Affairs. If a Foundation grant, please provide a copy of any award or rejection (by letter or e-mail) to the Foundation Business Manager. Publicity about grant awards will be coordinated by the Grants Office and the Office of University Relations, so be sure to inform us so that we can publicize your success. Federal awards must indicate the actual amount awarded and the percentage of the total project which is provided by federal funds.

CONTACTS

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