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| --- | --- |
|  | **GRANTS ADMINISTRATION**  **Churchill #205** **Grant Proposal Clearance** |

|  |  |
| --- | --- |
| Proposal Number (provided by Grants Admin) |  |
| Principal Investigator (PI)/Project Director (PD) |  |
| Co Investigators |  |
| Department |  |
| Telephone |  |
| Project Title |  |
| Funding Agency |  |
| Date Submitted to Grants Administration |  |
| Deadline for Submission |  |

After obtaining signatures of Department Chair and School Dean, the PI/PD must submit 1 hard copy and one digital copy (computer disk or via e-mail) of the complete proposal accompanying the signed proposal clearance to **Grants Administration,** #205 Churchill Hall, **at least 3 working days prior to mailing deadline**.

|  |  |
| --- | --- |
| Amount Requested from Granting Agency | $ |
| SOU Cost Sharing **or matching funds** (include anticipated or guaranteed SOU funds, third party grants, and donations. |  |
| Total Project Cost | $ |

PI/PD is responsible for:

* Completing this form
* Obtaining signatures from Department Chair and School Dean or Administrative Vice President
* Obtaining any additional approvals
* Signing to affirm approvals obtained
* Delivering complete proposal to Grants Administration, Churchill #205
* Copying and mailing the approved proposal to the funding agency.

|  |  |  |
| --- | --- | --- |
| **Reviewer** | **Signature** | **Date** |
| Principal Investigator/Project Director |  |  |
| Department Chair |  |  |
| Dean of School  or Administrative Vice President |  |  |
| Grants Administrator |  |  |
| Provost & Vice President for Academic Affairs |  |  |

Please read and respond to the following questions. A **yes** response to any will require additional approvals.

Will this proposal:

1. Require SOU cost sharing or matching funds (including SOU funds or third party grants and donations)? **No**  **Yes**

Approval of Vice President for Administration & Finance required.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Source of Cost Sharing **or Matching**  Funds | Index Code | Amount | Funds are guaranteed | Funds are anticipated |
|  |  | $ |  |  |
|  |  | $ |  |  |
|  |  | $ |  |  |
|  |  | $ |  |  |

1. Be submitted to a private agency or in the name of the SOU Foundation?

**No**  **Yes**

Approval of Vice President for Institutional Advancement required.

1. Include a waiver or reduction of SOU indirect costs?.

**No**  **Yes**

Rate of indirect cost recovery as percentage of total direct costs: none allowed under agency guideline

Approval of Provost required.

1. Involve a significant impact on SOU Computing Services?

**No**  **Yes**

Approval of Director of Computing Services required.

1. Involve building modification?

**No**  **Yes**

Approval of Director of Business Services required.

1. Involve the use of human research subjects?

**No**  **Yes**

Approval of Institutional Review Board required. Refer to **Compliance; Human & Animal Subjects** http://www.sou.edu/grants/irb\_review\_process

1. Involve the use of vertebrate animals?   
   **No**  **Yes**

Approval of Animal Care and Use Committee required.

1. Is this an electronic submission?   
   **No**  **Yes**

If yes, who is submitting from SOU?

**For office use:**

Date of submission: