

Albright College Proposal Submission Form

This form must precede all faculty grant proposals that will be submitted for outside funding. The purpose of this checklist is twofold. First, this is a guide to help you remember all of the items that should be covered in your planning. Second, it helps us keep track of what commitments are being made in grant proposals. Please obtain signatures on the second page and submit this to Charlene Wysocki, Pushman Cottage, **at least two weeks prior to the proposal deadline.**

Basic Information: You must provide a draft proposal with this form:

Faculty / Principal Investigator:

Project Title:

Department:

Foundation or Agency, include program (e.g.: NSF - MRI, NIH – AREA):

Start Date of Grant, if awarded:

End Date of Grant, if awarded:

Submission Deadline:

Electronic Submission Planned? Yes No

Proposal: New Renewal Supplement

Resubmission If so, Grantee number:

Type of Funding Being Requested (check all applicable):

Faculty Research

Equipment

Student Research – summer

Curriculum Development

Student Research – academic year

Travel/Conference

Institutional

Other (describe):

Collaboration with others outside Albright College?

If so, with whom?

Budget Information: You must provide a draft budget with this form:

Proposal Request: \$

College Match / Cost-Sharing Request: \$

Other Contributors (if applicable): \$

Project Total \$

Special Requirements (Check all that apply)

Request for College Assistance:

College to supply cost-sharing. The amount is: \$

College to supply summer student housing. Students per summer: _____ Number of weeks

College to supply summer faculty stipend(s). The amount per summer: \$

Special Requirements (Cont'd) (Check all that apply)

This proposal includes a request for academic year release time.

How much release time? Which semester(s)?

What course(s)/lab(s) will you not be teaching as a result of this release?

This request must be approved by the department chair and the Provost of Academic Affairs. Explain how reassigned time from your teaching obligations is critical to completing the project which you are proposing. (Short paragraph will be sufficient. Attach to this form).

None of the above is applicable.

Facility / Equipment:

Equipment being requested has special installation requirements, leading to the potential of modifications or renovations to the current space. This has been discussed and approved by your Department, the Dean, and Facilities.

Renovations or modifications will be required.

Construction is a component of this grant.

There will be on-going maintenance costs/service contracts to the college for this equipment.

Request for the purchase of computers, hardware or software. The project budget includes funds for these purchases.

None of the above is applicable.

Human Subjects, Laboratory Animals, and Hazardous / Radioactive Materials:

Human subjects are involved, and approval of the procedures to be employed in this project have been approved or will be approved by the Institutional Review Board by the onset of this award.

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 or will be approved by the Institutional Animal Care and Use Committee by the onset of this award.

Hazardous / Radioactive materials or agents are involved. The project budget includes funds for their safe use and disposal.

None of the above is applicable.

Conflict of Interest – Form Must Be Attached:

- There is a potential "significant financial interest" related to this project.
- The disclosure policy form is signed and attached.
- Family members may directly or indirectly benefit from this proposal. Full disclosure of this relationship is detailed in the proposal AND the disclosure form is signed and attached.
- There is **NO Conflict of Interest**. The disclosure policy form is signed and attached.

I assure that all of the above information is correct to the best of my knowledge. I agree that the final proposal may be shared within Albright College as a learning tool. I agree to readily supply to the Director of Corporate & Foundation Relations with all copies of my reviews, and understand that these may be shared within the college to improve future proposals.

Faculty / PI:

Date:

The following people must also sign this form prior to submission of a grant proposal, to indicate their knowledge and support of this proposal.

Department Chair:

Date:

Provost Mary McGee:
(Academic Affairs)

Date:

Mindy Andreyo:
(Assistant Controller)

Date:

Charlene Wysocki:
(Director of Corporate & Foundation Relations)

Date:

Please send complete, final, electronic copies of your proposal to the Director of Corporate & Foundation Relations, Pushman Cottage.