



INTERNAL PROPOSAL FORM

Completion of this form indicates official sanction of the outgoing proposal. Please obtain signatures on the second page and submit signed form to the Advancement Office five business days prior to the due date.

Submission Deadline: \_\_\_\_\_ Submitted by: Institution or Investigator \_\_\_\_\_ Electronically? Y or N

PROPOSAL DATA (a copy of the proposal must be attached):

Faculty / Principal Investigator: \_\_\_\_\_

Project Title: \_\_\_\_\_

Department: \_\_\_\_\_

Foundation, Agency, program (e.g.: NSF-MRI, NIH-AREA, Foundation): \_\_\_\_\_

Is Ursinus College the Prime Recipient of the funds? Y or N If not, who: \_\_\_\_\_

Proposed Start Date of Grant, if awarded: \_\_\_\_\_ Proposed End Date of Grant, if awarded: \_\_\_\_\_

Proposal: [ ] New [ ] Renewal [ ] Supplement [ ] Resubmission If so, Grantee number: \_\_\_\_\_

Please list collaborators and/or subcontractors: \_\_\_\_\_

BUDGET (You must provide a detailed draft budget with this form (link)):

PI, Key Personnel, and Chair(s) are responsible for adhering to College policies and procedures; accepting responsibility for excess expenditures and disallowed costs; ensuring all costs incurred are project related and in accordance with any terms, conditions and time frames, and ensuring the technical and reporting requirements of the project are satisfied.

Proposal Request: \$ \_\_\_\_\_

College Match / Cost-Sharing Request: \$ \_\_\_\_\_

Project Total \$ \_\_\_\_\_

COST SHARING: (note: any cost sharing must include the appropriate sign-off below)

[ ] College to supply required cost-sharing. The amount is: \$ \_\_\_\_\_

[ ] College to supply voluntary 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: \$ \_\_\_\_\_

[ ] This proposal includes a request for academic year release time. (Attach justification, see instructions)

FACILITY / EQUIPMENT (where appropriate, attach quotes, plans, and narrative for reference):

[ ] Equipment being requested has special installation requirements. Explain: \_\_\_\_\_

[ ] 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. Maintenance costs cannot be direct costs, so must be borne by the College.

[ ] Request for the purchase of special computers, hardware or software. The project budget includes funds for these purchases where allowed.

COMPLIANCE AREAS: 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 time of award. IRB number: \_\_\_\_\_

[ ] 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 time of award. IACUC number: \_\_\_\_\_

[ ] Hazardous / Radioactive materials or agents are involved. The project budget includes funds for their safe use and disposal. Biosafety committee number: \_\_\_\_\_

[ ] Are any foreign nationals going to be employed by the grant? Y or N

CONFLICT OF INTEREST (Completed Form Must Be Attached (link here)):

[ ] There is a potential "significant financial interest" related to this project, detailed in the attached.

[ ] There is NO Conflict of Interest. The disclosure policy form is signed and attached.

REMARKS: \_\_\_\_\_



601 E. Main Street • Collegeville, Pa. 19426

[ursinus.edu](http://ursinus.edu)

**PROPOSAL ROUTING:**

*Electronic signatures are acceptable. Signatures should be obtained in order. Advancement Office will sign upon submission of the grant.*

I assure that all of the above information is correct to the best of my knowledge. I certify that statements made on this proposal form indicate that the proposal is in accord with the academic standards and goals of the originating department, the institutional policies of the department and Ursinus College, and the policies and/or governing regulations of the sponsoring agency. I agree that the final proposal may be shared within Ursinus College as a learning tool. I agree to readily supply officers of the institution with all copies of my reviews, and understand that these may be shared within the college to improve future proposals.

Ursinus Faculty / PI: \_\_\_\_\_

Ursinus Co-Investigator(s): \_\_\_\_\_

The attached proposal has been examined by the officials whose signatures appear below. The principal academic review of the proposal is the responsibility of the Department Chair and College Dean. These signatures indicate that the signers are familiar with the proposal, and except as noted and initialed in the remarks section, are satisfied with and responsible for all commitments in the proposal as they relate to their respective areas (e.g. space, personnel, financial, etc.).

- 1. Department Chair  
Of PI's department

\_\_\_\_\_

- 2. Dean of the College  
Or delegate  
Academic Affairs

\_\_\_\_\_

- 3. Business Officer  
Business Office

\_\_\_\_\_

- 4. Advancement/  
Corporate, Government, and Foundation Relations  
Officer

\_\_\_\_\_



## **INTERNAL PROPOSAL FORM INSTRUCTIONS**

*The following is intended to help you with terminology and grant design. If you have any questions, please contact Advancement.*

**Principal Investigator:** The individual primarily responsible for the conduct of the project.

**Prime/Subrecipient:** Indicate whether you are receiving funds that are flowing through another institution/organization, or whether Ursinus College is the direct recipient of the funds. If the sponsor is federal, indicate the CFDA number, if provided.

### **Budget:**

- **Personnel Costs:** Please list out personnel costs, keeping in mind cost of living increases for multi-year projects (generally 3-5%).
- **Budget: Other Costs:** Please explain any significant 'other' costs in the budget. Costs that fall under this heading could be consultants, for-hire services, participant inducements, honorariums or other project-related costs that are not equipment.
- **Budget: Indirect Costs:** Please check the fact sheet for the current federally negotiated facilities and administration rate. This refers to a certain sum paid by the funding agency to cover general expenses which are difficult to itemize on a project basis but which provide services necessary to the success of the project. Such costs include the administration of the program, libraries and physical plan expenses, use of facilities, lights, heat, accounting, etc. If the agency to which you are applying does not allow full overhead recovery, you must build the costs in as direct charges (For example, an administrative allowance and/or space charge) and obtain approval from your college's administration. F&A agreement can be found on the UC Canvas course for college researchers.

**Financial Conflict of Interest:** Please review the policy. ALL key personnel must have current FCOI disclosure forms on file prior to submission.

### **Compliance Areas:**

- Institutional Review Board policies can be found [here](#).
- Institutional Animal Care and Abuse Committee assurance contact can be found [here](#).
- Institutional Biosafety Committee contact can be found [here](#).

### **Cost Sharing:**

- **Release Time:** Explain how reassigned time from your teaching obligations is critical to completing the project which you are proposing. Explain how much release time, which semester, what courses/labs will not be taught, and any other information. Short paragraph will be sufficient. Attach to this form.
- **Allowable matching/cost-sharing on sponsored projects:** Cost-sharing is defined as project costs not paid by the sponsor of a research project. Cost-sharing can be mandatory or voluntary. The College is responsible for the financial accounting of all costs attributable to the project, including cost-sharing. Therefore, all cost-sharing contained in proposal budget estimates must be specifically identified, specified and approved by the Principal Investigator, department chairperson or appropriate Dean and Advancement before the proposal can be submitted. The source of shared or matching funding and the category of expenditure (i.e. equipment, travel, student stipend, etc.) must be detailed and confirmed via appropriate signatures and made a part of the proposal file. *Please remember that any quantifiable cost (mandatory or voluntary) offered in a proposal becomes a legally binding and accountable commitment of the College upon award and all costs must be allowable project costs under federal rules.* Ursinus College discourages cost-sharing commitments because such commitments obligate the College to financial and administrative requirements while constricting the use of limited academic resources in other areas needing support. *Cost-sharing requires the maintenance of detailed records that are subject to audit and cost-sharing has the potential to affect negotiated Facility and Administration (indirect costs) rates.*