

Gonzaga University
Sponsored Research and Programs (SRP)
INTERNAL APPROVAL DOCUMENT for EXTERNAL FUNDING
Used for ALL Grant and Contract Applications (private and public)

Funding agency:				
Proposal type:	<input type="checkbox"/> Notice/Letter of Intent <input type="checkbox"/> Pre-proposal	<input type="checkbox"/> New, full proposal <input type="checkbox"/> Resubmission	<input type="checkbox"/> Renewal/Continuation <input type="checkbox"/> Supplemental	<input type="checkbox"/> Modification/Extension <input type="checkbox"/> Sub-grantee
This form due to SRP (UR development if private funding 10 business days prior to Agency Deadline):		This form is for private and public requests for funds and is routed through the SRP office. If private funds are sought begin with UR.		
Final Proposal draft due to SRP (5 business days prior) to the AGENCY Deadline of:				

Applicant

PI/PD (faculty/staff applicant):	email/ext:
Co-PI/PD (if applicable):	email/ext:
College/School/Division:	
Department/Office/Program:	

Project

Project title:			
Project period (m/d/y – m/d/y):			
Project type (pick one): <input type="checkbox"/> Instruction <input type="checkbox"/> Research <input type="checkbox"/> Development <input type="checkbox"/> Outreach <input type="checkbox"/> N/A			
Research type (pick one): <input type="checkbox"/> Basic <input type="checkbox"/> Applied <input type="checkbox"/> Non-Research <input type="checkbox"/> N/A			
Equipment type (pick one): <input type="checkbox"/> Instruction <input type="checkbox"/> Research <input type="checkbox"/> Outreach <input type="checkbox"/> N/A			
Partnering institutions e.g., other universities N/A <input type="checkbox"/> Name:			
Internal partners e.g., GU departments N/A <input type="checkbox"/> Name:			
External partners e.g., school districts N/A <input type="checkbox"/> Name:			
Person Months Per Year (PI) Federal Only (Also will be required for each Co-PI and Key Personnel in proposal)		Calendar:	Academic:
<input type="checkbox"/> You must attach a short narrative describing the project			
<input type="checkbox"/> You must attach a budget reviewed by SRP			

Cost Share Request/Disclosure: Contact SRP to learn more about budgeting, indirect recovery and cost share.

Amount requested from funder: \$		Indirect Recovery: \$	
Years cost share requests are needed	Source e.g. AVP, another dept./program, etc. IF more than one source, please indicate	GU cash (spending <i>required</i> if project is funded)	GU In-Kind e.g. existing salary, space, etc.
Year 1		\$	\$
Year 2		\$	\$
Year 3		\$	\$
Year 4		\$	\$
TOTAL		\$	\$

Institutional Impacts: A “Yes” response to any question may require additional approvals.

No/NA	Yes	Will this proposal...
<input type="checkbox"/>	<input type="checkbox"/>	affect computing & media services? If yes, contact IT Administrator (Chris Gill).
<input type="checkbox"/>	<input type="checkbox"/>	Use additional space, facilities, or equipment (beyond what is currently the PI’s to use)?
<input type="checkbox"/>	<input type="checkbox"/>	Involve building modification? If yes, attach an explanation. <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Require additional equipment or maintenance? If yes, explain the impact on current/future budgets.
<input type="checkbox"/>	<input type="checkbox"/>	Create a new employee position at Gonzaga? If yes, sustainability of the position beyond the term of the grant will be evaluated at an appropriate time during the grant.
<input type="checkbox"/>	<input type="checkbox"/>	Involve human research subjects? If yes, contact the Institutional Review Board through Deborah Booth and/or confirm that approvals are in process, here: <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Use vertebrate animals? If yes, contact the Animal Care/Use. Confirm that approvals are in process, here: <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Involve the use of hazardous materials, beyond the Chemistry department? If yes, contact Environmental Health & Safety.
<input type="checkbox"/>	<input type="checkbox"/>	Result in a conflict of interest (i.e. PI or Co-PI has a financial interest in the project)? If yes, attach an explanation and disclosure form.
<input type="checkbox"/>	<input type="checkbox"/>	Require/request approval of faculty overload?
<input type="checkbox"/>	<input type="checkbox"/>	Require/request faculty release time? <ul style="list-style-type: none"> • If yes, does the grant cover adjunct cost? Attach an explanation <input type="checkbox"/> • _____ # credits/semester _____ # credits/year _____ # credits/granting period • _____ % PI and _____ % Co-PI time devoted to the project during the academic year
<input type="checkbox"/>	<input type="checkbox"/>	Pay summer salary?

Incentive Selection: Contact the SRP office to learn more about the rules governing incentives.

Pre-Award:	<input type="checkbox"/> Travel to meet with the potential funding agency
	• Submission (select one): <input type="checkbox"/> Release time <input type="checkbox"/> Stipend <input type="checkbox"/> Research expense
	• New faculty (select one): <input type="checkbox"/> Stipend <input type="checkbox"/> Research expense
Post-Award:	<input type="checkbox"/> First time PI
	• Award (select one): <input type="checkbox"/> Release time <input type="checkbox"/> Stipend <input type="checkbox"/> Research expense
	<input type="checkbox"/> Matching funds are required and requested, above.

University Approvals: The PI is responsible for signatures 1-4. SRP is responsible for 5-9, as needed.

Reviewer	Signature	Date
1. PI/PD (faculty/staff applicant)		
2. Co-PI/PD (if applicable)		
3. Director/Chair/Immediate Supervisor		
4. Development Office (if applicable), CG 044		
5. Director of Sponsored Research, J Waite		
6. Dean/VP		
7. Academic Budgeting and Personnel Officer		
8. Academic Vice President		
9. University President		

The reviewer is certifying that the proposal is consistent with the mission of the college, department, and the University and that he or she is in agreement with the scope of work and project budget.