

Office for Research and Sponsored Programs – Local Approvals Checklist

All applications for grant support are subject to prior institutional review with approval signatures to be recorded using this checklist/form. Complete grant applications should be submitted to the Office for Research and Sponsored Programs (ORSP) with a completed copy of this form at least ten (10) days in advance of the potential sponsor's deadline. Campus officials recognize such a lead time may not always be possible; for this reason we highlight that if a complete proposal is not received at least 4 <u>full</u> business days in advance of a sponsor's deadline, the application is at <u>very high risk</u> of not being approved for submission. For assistance in completing this form contact the ORSP at extension 3215.

For further information visit: www.oldwestbury.edu/research

I. PROJECT INFORMATION

Project Type (please check one)	Project
Preliminary Proposal	Period: through
New Proposal	Sponsor:
Progress Rep./Continuation	RFA or Program Announcement #:
Competing Renewal	
Revised Submission	Due date:

Project Title:

II. PROJECT DIRECTOR / PRINCIPAL INVESTIGATOR (PRIMARY CONTACT PERSON)

•	Name:	Dept:
	Ac Yr effort and	
	salary recovery:	
	Other compensation	
	(Summer / Extra Service):	
Otl	ner faculty Involved in project (if an	y). Note: Signatures of PD/PI and all faculty collaborators required on back page.
•	Name:	Dept:
	Ac Yr effort and	
	salary recovery:	
	Other compensation	
	(Summer / Extra Service):	
•	Name:	Dept:
	Ac Yr effort and	
	salary recovery:	
	Other compensation	

III . PROJECT COMPLIANCE ISSUES Please check all that apply. This project:

involves the use of humans as subjects. (IRB status:	_)
involves the use of live vertebrate animals. (IACUC status:)
will generate radioactive waste or other hazardous waste materials.	

may be subject to Export Control licensing. (**IMPORTANT**: Project Directors should consult with the College's ORSP whenever a proposal includes foreign travel; collaboration with a foreign national; the shipment of information, data, or equipment abroad; or any other interaction with person(s) or organization(s) from foreign nations).

IV. BUDGET INFORMATION

Project Costs: Year One	Project Costs: All Years
Direct Costs \$	Direct Costs \$
Indirect Costs \$	Indirect Costs \$
Total Costs \$	Total Costs \$

Indirect Costs Formula: ____

Cost-Sharing. Please check all that apply:

Cost-sharing or matching funds are a requirement of the sponsor. Please provide a copy of the sponsor's cost-sharing policy and a summary of all cost-share commitments on an attached page.

Non-mandatory cost-sharing is offered in this proposal. Please include a summary of all proposed cost-share commitments. Applicants are also urged to provide a justification/rationale for non-mandatory cost-sharing.

V. PI / PD ASSURANCES

• Neither I nor my spouse, dependent children, nor any other members of my immediate household have any financial interest in or managerial responsibilities with the proposed project that could create a <u>conflict of interest</u>. Further, I acknowledge my responsibility to promptly alert the Office for Research and Sponsored Programs should these circumstances change during the life of this project.

• <u>The information submitted within the application is true, complete and accurate</u> to the best of my knowledge. It is understood that any false, fictitious, or fraudulent statements or claims may subject the author to criminal, civil or administrative penalties. Further, the PI/PD agrees to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of this application.

Principal Investigator/Project Director date		Faculty collaborator	date
Faculty collaborator	date	Important note to NIH grant a requires grant applicants to comp and to file a Disclosure concernin Interest prior to proposal submiss	olete a prescribed tutorial ng Financial Conflicts of

VI. INSTITUTIONAL APPROVAL SIGNATURES

Relevant Dean(s)	date	Relevant Dean(s)	date	
Other Appropriate Campus Official	date	Research Foundation Operations Manager	date	
Provost	date	President	date	