



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 full business days in advance of a sponsor’s deadline, the application is at very high risk 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)

Preliminary Proposal

New Proposal

Progress Rep./Continuation

Competing Renewal

Revised Submission

Project

Period: _____ through _____

Sponsor: _____

RFA or Program Announcement #: _____

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): _____

Other faculty Involved in project (if any). 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 (Summer / Extra Service): _____

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).

