



# PROPOSAL SUMMARY AND APPROVAL FORM

## Office of Sponsored Programs and Research

For guidance on completing this form, see [Summary Proposal Instructions](#) on the OSPR webpage

### OSPR/UA Use Only:

FFATA Required?

University Advancement?

### PART I: PRINCIPAL INVESTIGATOR / PROJECT DIRECTOR INFORMATION

Principal Investigator / Project Director	Phone	E-Mail	Home Department
If applicable, please note the Clark Institute or Center through which you are submitting this proposal:			
Co-Principal Investigator / Project Director	Phone	E-Mail	Home Department
PI / PD Funded Effort on Project (in Months) Academic Year:                      Summer:	Co-PI / Co-PD Funded Effort on Project: Academic Year:                      Summer:		

PLEASE CHECK IF THE PI or Co-PI IS A POSTDOC or STUDENT:                      POSTDOC                      GRADUATE STUDENT                      UNDERGRADUATE

### PART II: PROJECT AND AGENCY INFORMATION

Project Title	Project Duration From:                      To:	
Primary Sponsor	Subcontracting Sponsor (if Clark is the recipient)	
Sponsor Type (Check One)	Federal	Foundation / Corporation
	Non-Fed Public	Other (specify)
Agreement Type (Check One)	Grant	Contract
	Cooperative Agreement	Subcontract
	Fellowship	
Is this a Preproposal? Yes                      No	Was a Preproposal / LOI submitted for this grant? Yes                      No	Primary Location (Check One) On-Campus                      Off-Campus
Project Purpose (Check One)	Research	Education
	Training	Other (specify)
Award Type (Check One)	New	Continuation
	Resubmission	Renewal
	Supplement	Amendment

### PART III: PROJECT BUDGET INFORMATION

	First Year Sponsor Budget Request	Total Project Sponsor Budget Request	First Year Cost Sharing (if applicable)	Total Cost Sharing (if applicable)
Capital Equipment > \$5000				
Total Direct Costs				
F & A (Indirect Costs) _____				
Total Project Costs				

**PART IV: COMPLIANCE CONSIDERATIONS (Check all that apply)**

Human Subjects (if applicable, complete below)	Animal Use	Recombinant DNA	Select Agents
IRB Application #	Radioactive Material	Toxic / Hazardous Materials	Biohazards
Date - IRB Appl:			

**PART V: INSTITUTIONAL CONSIDERATIONS (Check all that apply)**

Conflict of Interest	Subcontracts	Patentable / Proprietary Information	Anticipated Promotion During Grant Period <input type="checkbox"/>	<b>Semester and Year</b>
Matching Funds	Consultants	Additional Non-Student Personnel	Course Release (unfunded) <input type="checkbox"/>	
Capital Equipment	International Project	Off-Campus / Off-Site Research (NSF only) *	Leave or Sabbatical <input type="checkbox"/>	
Space / Renovations: <CHAIR SIGNATURE REQUIRED>		Course Buyout (grant-funded): <CHAIR SIGNATURE REQUIRED>		

<YOU MUST HAVE DANIELLE MANNING SIGN BELOW for SPACE>

**PART VI: APPROVALS (Signatures must be obtained in order listed below)**

*In signing this, the Principal Investigator / Program Director agrees to comply with ALL Institutional and Funding Agency policies and procedures which may apply as a result of an award, and certifies that the Clark University Conflict of Interest Policy has been read.*

*Conflict of Interest Policy      RECR / CITI Training      Travel Policy      International Travel Policy*

	Signature	Date
Principal Investigator / Program Director		
Co-PI / Co-PD		
Department Chair		
<b>Danielle Manning, EVP, CFO, &amp; Treasurer</b> <i>Signature required for space requests</i>		
<b>Betsy Rempel</b> Associate Director of Corporate & Foundation Relations**		
<b>Jennifer Hitt</b> Director of Corporate & Foundation Relations**		
<b>Mira Ormsby</b> Assistant Director of Sponsored Programs and Research		
<b>Lisa Gaudette</b> Director of Sponsored Programs and Research		
<b>TBD</b> Associate Provost & Dean of Research		

\* If checked, a Project-Specific Safe and Inclusive Plan must be submitted with the proposal.

\*\* Required of all foundation and corporate sponsored programs.