



PROPOSAL SUMMARY AND APPROVAL FORM

Office of Sponsored Programs and Research

See instructions at: <http://www.clarku.edu/offices/research/proposals/instructionform.cfm>

OSPR Use Only:
FFATA Required?

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 Academic Year: Summer:		Co-PI / Co-PD Funded Effort on Project: Academic Year: Summer:	

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		Project 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	Cost Sharing (if applicable) for First Year	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	Animal Use	Recombinant DNA	Select Agents
Biohazards	Radioactive Materials	Toxic / Hazardous Materials	

PART V: INSTITUTIONAL CONSIDERATIONS (Check all that apply)

Conflict of Interest	Subcontracts	Patentable / Proprietary Information	Anticipated Promotion During Grant Period	Semester and Year _____
Matching Funds	Consultants	Additional Non-Student Personnel	Course Release (unfunded)	_____
Capital Equipment	International Project	Leave or Sabbatical	Misc (add expansion)	_____
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. [Clark University Conflict of Interest Policy here](#); [Clark University Travel Policy here](#)

	Signature	Date
Principal Investigator / Program Director		
Co-PI / Co-PD		
Department Chair		
Danielle Manning, EVP, CFO, & Treasurer <i>Signature required for space requests</i>		
Betsy Rempel Associate Director of Corporate & Foundation Relations*		
Jennifer Hitt Director of Corporate & Foundation Relations*		
Linda Cote IRB and Grant Coordinator		
Lisa Gaudette Director of Sponsored Programs and Research		
Yuko Aoyama Associate Provost & Dean of Research and Grad Studies		

* Required of all foundation and corporate sponsored programs.