



PROPOSAL SUMMARY AND APPROVAL FORM

Office of Sponsored Programs and Research

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

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: _____	

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	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 <input type="checkbox"/>	Semester and Year
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		
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**		
Mira Ormsby Assistant Director of Sponsored Programs and Research		
Lisa Gaudette Director of Sponsored Programs and Research		
Yuko Aoyama Associate Provost & Dean of Research and Grad Studies		

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

** Required of all foundation and corporate sponsored programs.