

# Instruction Sheet for Completing the Clark University Proposal Summary and Approval Form

## Part I: Principal Investigator Project Director Information

1. Enter the **PI/PD name**, campus **phone number**, and university **e-mail** address. Identify the home department of the PI/PD for the project under **Home Department**. If the grant will be submitted through a Center or Institute, please note which one in the appropriate box. The PI/PD must be a Clark faculty or staff member.
2. If there is a **co-PI/PD**, please add that information as well. If there is more than one co-PI or co-director, include the **name, phone number, e-mail** and **department** of the individual who will have primary project responsibility after the PI/PD. The co-PI can be a Clark Postdoctoral researcher or student.
3. **Funded Effort**: Enter the number of person-months funded for the academic year and/or the summer months of June, July, and August.
4. If the Co-PI is a **Postdoctoral** Researcher, a Graduate or Undergraduate **Student**, check the appropriate box.

## Part II: Project and Agency Information

1. Include the full **Project Title**. Under **Project Duration**, enter start and end dates for the project.
2. For **Primary Sponsor**, enter the originating source of the funding (e.g., NIH or NSF). Note: if the project is being supported by more than one funding source, a separate Proposal Summary and Approval Form is required for each sponsor. A **Subcontracting Sponsor** is the name of the "pass-through" institution which is providing a subgrant or subcontract to Clark. Enter **Sponsor Type**, the category of the originating funding agency. A **Non-Federal Public** sponsor could be a local, state or regional public entity, or a foreign government. A **Foundation/Corporation** grant will be submitted through Foundation and Corporate Relations.
3. Check the **Agreement Type**. For the purpose of this document, Subcontract (under Agreement Type) defines Clark as being the Subrecipient on a grant from another organization. For example, if WPI has received a grant through NSF and would like Dr. Smith at Clark to be Co-PI, Clark would receive the funding through WPI. If you have any questions about this category, please contact OSPR staff for assistance.
4. Check whether this is a **Preproposal**. Included in this category are Letters of Intent (LOI).
5. Check one **Primary Location**. Most all projects are considered On-Campus, the primary site of the PI/PD's time and effort on the project. This selection determines the Indirect Cost rate applied to the project. Any Off-Campus project location must have prior approval from OSPR.
6. Check the primary **Project Purpose** of this application. If "other", please specify.
7. Check the **Award Type** sought for this project. If you have any questions about this category please consult the "QuickGuide" on the OSPR website, or contact OSPR staff for assistance.

## Part III: Project Budget Information

1. Enter requests for **Capital Equipment**, valued at \$5,000 or more. This is the stand-alone value of a piece of equipment. Enter request for First Year and Total Project; enter Cost Share (First Year/Total) if applicable.
2. Enter the **Total Direct Costs** for the project, which includes salaries and benefits, other direct costs, and any capital equipment. Enter request for First Year and Total Project; enter Cost Share (First Year/Total) if applicable.
3. Note the **percentage of indirect costs** requested (entered as a decimal), and the **Indirect Cost** amount (Facilities & Administration, F&A); provide a copy of sponsor guidelines if less than 50.3% government-approved rate. Enter request for First Year and Total Project; enter Cost Share (First Year/Total) if applicable.
4. Last line automatically adds the Total Project costs for each column (Sponsor / Cost-Share).

## Part IV: Compliance Considerations

Check all the relevant items here. For Human Subjects, enter IRB application # or date applied if applicable.

## Part V: Institutional Considerations

Check all the relevant items here. For **Anticipated Promotion**, please check whether you anticipate an increase in salary beyond the annual cost of living increase due to a position promotion (Associate Prof, FT Tenure faculty, etc.). Enter anticipated Semester/Year for any leave, releases, and promotions. **Subcontract** (under Institutional Considerations) refers to Clark being the prime recipient and having subcontracts under an awarded grant or contract. For example, Clark University's Dr. Smith has been awarded an NSF grant. She had included a subcontract for her collaborator at WPI to do work for her under the grant agreement.

## Part VI: Approvals

All required signatures must be obtained in the order they are listed. E-mail or telephone approvals by authorizing individuals must be followed with original signatures. Substitute signatures should be authenticated by e-mail or telephone communication to OSPR by the authorizing individual. Approval forms should be received at OSPR no later than five business days prior to the agency deadline.