

Campbell University Internal Processing Form

APPLICATIONS FOR A GRANT, CONTRACT, OR COOPERATIVE AGREEMENT

Please type your responses in the fields below. Handwritten forms are highly discouraged. Signed forms **may be scanned and sent to osrp@campbell.edu**.

TYPE: New Proposal ☐ Revised Request ☐
Renewal ☐ Supplement ☐

Institution: Campbell UNIVERSITY
Proposal Number (Do not Complete) _____ - _____ - _____

1. School/College/Admin. Unit _____ Institute or Center _____
Department (1) _____ (2) _____ (3) _____

Title of Proposal _____

Principal Investigators & Co-PI's (1) _____ (2) _____ (3) _____ (4) _____ (5) _____

2. Funding Agency (Complete Mailing Address) _____

Total Amount Requested _____ 1st Year \$ Request _____ Proposed Beginning Date _____ Mailing Deadline _____
Termination Date _____

Please answer the following questions. Explain on a separate sheet any Items 3-5 marked "yes" and any Items 6c, 9b and 10b marked "no."

YES NO

YES NO

3. Has the University or the institution expressed or implied commitment to continue this activity or to retain personnel employed exclusively for this activity beyond the expiration date of this project? ☐ ☐

9. a. Does the proposal involve the use of consultants for other than educational services or research? ☐ ☐
b. If yes, has it been cleared with the designated office at your institution? ☐ ☐

4. Does the proposal involve the creation of a new organization unit within the institution? ☐ ☐

10. a. Does the proposal require space (☐) or equipment (☐) in addition to that presently available for the project, or does it require the alterations to physical plant (☐) or installation or maintenance of equipment (☐)? (Check as applicable.) ☐ ☐
b. If yes, have the appropriate officers of the institution agreed that they/it can be provided within the limits of funds being requested? ☐ ☐

5. Does the proposal involve the creation of or planning for a new degree program or program track? (A degree program is defined as "all courses of study leading to a degree or to professional certification at a specific level within a given discipline specialty of the HEGIS taxonomy." A program track is a course of study within a program which leads to a degree or to professional certification. ☐ ☐

c. If the proposal requires the purchase of equipment, have you determined that such equipment is not available at your campus for this project? ☐ ☐

6. a. Does the proposal include funds or contributions in the form of cash matching (☐) or cost sharing (☐)? (Check any that are applicable.) ☐ ☐

d. Does the proposal require the hiring of additional personnel? If yes, how many, ___ Faculty, ___ Staff, ___ Undgrad, ___ Grad, ___ RA ☐ ☐

b. If included, are they required by the sponsor? ☐ ☐
c. If included, can they be provided from current institutional resource level? (a campus concern) ☐ ☐

11. Does the work involve the use of one or more facilities that require scheduling, user fees, or both? If yes, give name of facility, check fee, scheduling, or both, and indicate if approval of appropriate responsible individual has been obtained: ☐ ☐
Facility: _____
Requires fee (☐) , scheduling (☐) ;
approval obtained (☐) , pending (☐) .

d. If yes, has the commitment of cash, released time, or other in-kind contributions been approved by the persons responsible for the allocation of those resources? ☐ ☐

7. Does this proposal involve one or more other institutions or organizations? If yes, please list participants. ☐ ☐

12. Does the proposal require clearance under state Clearinghouse regulations? ☐ ☐
If yes, give date of clearance _____
If not secured, give date of submission to Clearinghouse _____

8. Does the proposal involve research with any subject or substance which requires review by a designated individual, office, or committee? If yes, check as applicable and indicate date reviewed or scheduled for review, and results as Approved (A), Pending (P), or Exempt (E). ☐ ☐

13. Does this proposal have the potential to result in a patentable invention or item of technology? ☐ ☐

Date of Review A P E

Human Subjects _____ ☐ ☐ ☐

Animal Subjects _____ ☐ ☐ ☐

Radioactive Material _____ ☐ ☐ ☐

Biological Hazards (Viruses, Recombinant DNA , etc.) _____ ☐ ☐ ☐

Chemical Hazards (poisons, explosives, reagents, flammables, carcinogens, etc.) _____ ☐ ☐ ☐

14. Although The University does not ordinarily engage in classified research, would project involve carrying out classified research on campus? ☐ ☐

15. Will accepting support require security clearance on the part of any University personnel involved in the project? ☐ ☐

16. Have all applicable provisions of the University's Conflict of Interest and Commitment policy been implemented in light of this new proposal including the updating of disclosure forms, if necessary? ☐ ☐

SUPPORT SIGNATURES: Signatories below agree to comply with all relevant policies and procedures established by The University, and state and federal regulations in the conduct of the proposed project. When required by federal regulations, signatories also assert the following: 1) that the information submitted within the application is true, complete, and accurate to the best of their knowledge; 2) that any false, fictitious, or fraudulent statements or claims may subject them to criminal, civil, or administrative penalties; and 3) that they agree to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of the application.

Principal Investigator _____ Date _____

Department Head _____ Date _____

Director of Institute/Center _____ Date _____

Dean of School _____ Date _____

(Please do not forward for the signatures below -the Office of Sponsored Research and Programs will forward for the remaining signatures)

V. P. of Business & Treasurer _____ Date _____

Provost/V.P. for Academic Affairs _____ Date _____