

# SUNY Oneonta Grants and Contracts Routing/Approval Form

The purpose of this form is to gather information on proposals to external sponsors and secure appropriate administrative approvals as required prior to proposal submission. The form should be completed by Principal Investigators/Project Directors in conjunction with the Director(s) of Sponsored Programs (SP) and/or the Grants Development Office (GDO), as appropriate, well in advance of the deadline to ensure institutional endorsement/support of an application (see 2 below).

## 1. PRINCIPAL INVESTIGATOR (PI) / PROJECT DIRECTOR (PD) INFORMATION

|               |                      |               |                      |
|---------------|----------------------|---------------|----------------------|
| PI Name       | <input type="text"/> | PI Title      | <input type="text"/> |
| PI Department | <input type="text"/> | Campus E-Mail | <input type="text"/> |
| PI School     | <input type="text"/> |               |                      |

*Project Director (if different than PI above)*

|               |                      |
|---------------|----------------------|
| Name          | <input type="text"/> |
| Department    | <input type="text"/> |
| Title         | <input type="text"/> |
| Campus E-Mail | <input type="text"/> |

## 2. SPONSOR INFORMATION AND DEADLINES

|                     |                      |   |                      |
|---------------------|----------------------|---|----------------------|
| Sponsor             | <input type="text"/> | Sponsor Deadline  | <input type="text"/> |
| Program             | <input type="text"/> | Deadline Type   | <input type="text"/> |
| CFDA # (if federal) | <input type="text"/> | Submission Method   | <input type="text"/> |
|                     |                      | In-House Deadline to GDO/SP (min. 5 working days prior to sponsor deadline) | <input type="text"/> |

## 3. PROPOSAL INFORMATION

|                             |                      |                           |                      |
|-----------------------------|----------------------|---------------------------|----------------------|
| Project Period - Start Date | <input type="text"/> | Project Period - End Date | <input type="text"/> |
|-----------------------------|----------------------|---------------------------|----------------------|

|                           |                      |
|---------------------------|----------------------|
| Title of Application      | <input type="text"/> |
| Brief Project Description | <input type="text"/> |

## 4. BUDGET

|               |                      |              |                      |                |                      |
|---------------|----------------------|--------------|----------------------|----------------|----------------------|
| Total Request | <input type="text"/> | Direct Costs | <input type="text"/> | Indirect Costs | <input type="text"/> |
|---------------|----------------------|--------------|----------------------|----------------|----------------------|

### 4.A. Indirect (F&A) Costs

|  |                      |   |                      |
|--|----------------------|---|----------------------|
| If indirect costs are included in the budget, provide details below) | <input type="text"/> | Indirect cost rate (SUNY Oneonta's federal negotiated rate is 59% modified total direct cost) | <input type="text"/> |
|--|----------------------|---|----------------------|

|                        |                      |
|------------------------|----------------------|
| Please provide details | <input type="text"/> |
|------------------------|----------------------|

|  |                      |
|--|----------------------|
| Is this the full rate allowed by the sponsor? (if no, please specify requested rate and reason for reduction; waiver or reduction requires approval of Operations Manager or designee) | <input type="text"/> |
|--|----------------------|

|  |                      |
|--|----------------------|
| Indirect Cost Rate Approval (signature(s) required) - OM | <input type="text"/> |
|--|----------------------|

**5. INSTITUTIONAL COMMITMENTS** (answer all questions, A-E, whether or not they apply)

**5.A. Release Time** (requires approval of Chair and Dean)

Is release time requested for any faculty/staff? (if yes, provide details below)

Name(s)

Amount of release time for each

Funding source

Release Time Approval (signature(s) required) - Chair

Dean

**5.B. Staffing** (new faculty/staff positions require approval of Chair and Dean; student employees do not require approval)

Are any new faculty or staff positions proposed? (if yes, provide details below)

New position title(s)

Proposed full- or part-time commitment (describe for each)

New Staffing Approval (signature(s) required) - Chair

New Staffing Approval (signature(s) required) - Dean

**5.C. Equipment** (acquisition of equipment >\$5,000 requires approval of Chair and Dean)

Will new equipment be acquired if funded? (if yes, provide details below)

Equipment Description

Proposed Location

Will the equipment require maintenance? (if yes, provide details below)

How will equipment be maintained?

How will maintenance costs be funded?

Equipment Acquisition Approval (signature(s) required) - Chair

Dean

**5.D. Institutional Cost Share/Matching Funds** (cost share of employee time requires approval of Chair and Dean)

Is cost share committed? (if yes, provide details below)

If yes, is cost share required by the sponsor? (provide details below)  Type of cost share committed

Provide details

Amount committed  Source of funding

If cash, please provide account number (signature required)

Account Manager Signature

**5.D. Institutional Cost Share/Matching Funds, continued**

If in kind, please provide brief description of commitment

*Cost share of employee time requires approval of Chair and Dean*

Cost Share Approval signature(s) required - Chair

Dean

**5.E. Other Cost Share/Matching Funds**

Will cost share be provided by non-SUNY Oneonta sources? (if yes, provide details and estimate value below)

If yes, please provide details

**6. Research Compliance**

Depending upon the proposed project's activities, additional certifications and approvals may be necessary to ensure compliance with sponsor, College, and agency requirements. The Sponsored Programs Office, which administers research compliance for the College (see <http://www.oneonta.edu/admin/spa/researchcompliance.asp>), will provide referrals to the appropriate entity or process, based upon the answers to the following questions:

**6.A.** Does this project involve research using human subjects? (If yes, IRB approval is required)

**6.B.** Does this project involve travel to any country outside the United States? (If yes, export control filing may be required)

**6.C.** Has the PI/PD completed a SUNY Research Foundation Conflict of Interest disclosure statement?

**6.D.** Does this project involve research using animals? (If yes, IACUC approval is required)

**6.E.** Does this project involve the use of hazardous materials, such as biohazards or radioactive materials? (additional approvals may be required)

**7. Required Supporting Documents**

Are letters of commitment or other supporting documents required? (if yes, provide details below)

Required documents (list all, internal or external)

**8. Required Approvals**

Completed form should be submitted to the Director of Sponsored Programs (Denise Straut, 27 Bacon Hall, [denise.straut@oneonta.edu](mailto:denise.straut@oneonta.edu), x 2525) for routing for the following general approvals:

Principal Investigator / Project Director

Department Chair

Dean

Director of Sponsored Programs (Denise Straut)

*The above signature confirms that the proposed budget meets federal, RF, SUNY, and sponsor regulations and that applicable compliance components have been addressed (IRB/IACUC/export controls, etc.)*

Provost (Dr. James E. Mackin)

*The above signature confirms approval of release time, equipment acquisition, and/or new faculty/staff positions, as proposed.*

VP for Finance & Administration/Operations Manager  
(Todd Foreman)

*The above signature confirms approval of financial commitments.*