



External Grant Approval Checklist

Please complete this form

Title of Project			
Name of Funding Opportunity			
Grant Agency			
Contact Name		Title	
Address		Email	
Phone		Website	
Principal Investigator		Co-PI(s)	
Sponsoring Academic Dept.			

Please select either Preliminary or Full Proposal below and complete the appropriate section.

<input type="checkbox"/> Preliminary Proposal Due *		Full Proposal Date	
Attachments	<input type="checkbox"/> Project Abstract (req)	<input type="checkbox"/> Estimated Budget Amount \$ _____	
<input type="checkbox"/> Full Proposal Due *		Est. Notification Date	
Start Date		End Date	
Attachments	<input type="checkbox"/> Project Abstract (req)	<input type="checkbox"/> Full Proposal	<input type="checkbox"/> Budget (req) \$ _____

Subcontracts will be necessary for this project Yes No *If yes, please complete the following*

Subcontractor Organization #1			
Contact Name		Title	
Address		Email	
Phone		Website	
Briefly describe work to be covered by subcontract.			
Subcontractor Organization #2			
Contact Name		Title	
Address		Email	
Phone		Website	
Briefly describe work to be covered by subcontract.			

*This form **must** be completed and approved by all parties 10 days before the grant deadline date. Allow three weeks (21 days) for this form to circulate to the required staff, for adequate review and processing time.

Students and/or post-doctoral positions will be conducting research? yes** no

CLEARANCES

Subject or Substance Clearances Required:

- | | | |
|--|------------------------------|-----------------------------|
| Human subjects | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| Animal subjects | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| Potential biohazards
(viruses, recombinant DNA, etc.) | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| Chemical hazards | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| Physical hazards | <input type="checkbox"/> yes | <input type="checkbox"/> no |

Organizational requirements for funding:

- | | | |
|---|------------------------------|-----------------------------|
| Building alterations required | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| New equipment to be purchased by Rhodes | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| Equipment installation | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| Special maintenance | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| Curriculum changes | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| New personnel + | <input type="checkbox"/> yes | <input type="checkbox"/> no |

Departmental budget commitments:

- | | | |
|---|------------------------------|-----------------------------|
| Faculty release time during academic year | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| Matching funds required | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| Service contracts | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| Laboratory supplies | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| Other items to be budgeted | <input type="checkbox"/> yes | <input type="checkbox"/> no |

Facility usage:

Are there any needs during this project for classroom, laboratory, auditorium, conference room, or public spaces which need to be reserved through the Registrar, Provost, Meeman Center for Lifelong Learning, Campus Scheduling/College Events, or Department Chair?

yes no

Attach or type here an explanation for any clearances answered *YES* above.

CONFLICTS OF INTEREST

Does any participating investigator have any equity interest in the sponsor, collaborating organization, or other organization having a financial interest in products or services that are a subject of the proposed project? yes no

Do any participating faculty, staff or students have a royalty, equity, or other potential conflict of interest (e.g. consulting, family interests, line management responsibilities, etc.) in the sponsor, subcontractor, vendor or other organization having financial interest in products or services which are a subject of the proposed research? yes no

** All students and postdocs must receive training on the Responsible Conduct of Research prior to beginning work in the lab. See the Rhodes College Policy on the Responsible Conduct of Research for more details.

+ All new personnel requests must be approved in writing by Chief Human Resources Officer Claire Shapiro.