



# Minot State University

## Grant and Contract Proposal Approval Form

(for MSU internal use only)

**FORM PURPOSE:** Provide detailed information prior to proposal submission about the grant or contract, to MSU officials who will share responsibility for this external funding if received. All required approvals must be secured, as indicated by signatures.

**DEADLINE:** At least **ONE WEEK** prior to proposal submission deadline, submit applicable pieces of documentation (see Proposal Submission Requirements on back page) for MSU approval. *Proposals received less than one week prior to submission for review, may not be approved.*

**DIRECTIONS:** Download this form to your computer, **complete** it **electronically**, and **re-save** it before attaching it to an email with all required documents. Email form and attachments to OSP Director for review.

Effective: March 20, 2020

<p><b>Proposal Type</b></p> <input type="checkbox"/> New Grant <input type="checkbox"/> New Contract <input type="checkbox"/> Continuation/ Renewal <input type="checkbox"/> Pre-application  Addendum <small>(copy of original form required)</small> Carryover	<p><b>Category</b></p> <input type="checkbox"/> Public Service <input type="checkbox"/> Instruction <input type="checkbox"/> Research <input type="checkbox"/> Equipment <input type="checkbox"/> Other (describe)	<p><b>Proposal Information</b></p> Agency Submission <b>Deadline</b> _____ Submission Date _____ Proposal Title _____ Duration of Project (months/years) _____ Project Start/End Dates _____ CFDA # (Federal only) _____ Funding Outcome Notification Date _____
--	--	--

<p><b>Principal Investigator Information</b></p> MSU PI Name/Dept. _____ MSU Co-PI Name/Dept. _____ MSU Co-PI Name/Dept. _____	<p><b>Funding Agency Information</b></p> Funding Agency _____ Agency/Division _____ State/Federal/Private _____
--	---

<p><b>Compliances</b></p> <input type="checkbox"/> Potential Biohazards <input type="checkbox"/> Research w/Animals <input type="checkbox"/> Drugs/Control. Subs <input type="checkbox"/> Radiation Research <input type="checkbox"/> Human Subjects IRB No. if filed _____	<p><b>Budget Detail</b></p> Direct Costs ..... \$ _____ Indirect Costs ..... \$ _____ Total Award ..... \$ _____  Req. Cash Match ..... \$ _____ In-Kind Match..... \$ _____ Other Sources ..... \$ _____ Total Project ..... \$ _____  Is there any related External Funding? If so, please explain.	<p><b>Match, Indirect, and Program Income</b></p> Match Requirement <input type="checkbox"/> Cash Fund/Dept Source _____ <input type="checkbox"/> In-Kind Describe _____ <input type="checkbox"/> Other Describe _____ Indirect Rate <input type="checkbox"/> Full Federal Indirect allowed (32% of Modified Total Direct) <input type="checkbox"/> Maximum rate of _____% allowed per RFP <input type="checkbox"/> Authorized rate of _____% per VPAF _____ (initials) <input type="checkbox"/> No Indirect Allowed <b>Do you expect program income from this project?</b> <input type="checkbox"/> Yes(attach explanation) <input type="checkbox"/> No
---	--	--

<p><b>University Commitment</b></p> <input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Does MSU have any expressed or implied responsibility after the sponsor terminates support for this grant or contract? If Yes, attach explanation.</p> <p>Does the proposal involve the creation of <input type="checkbox"/> a new organizational unit at MSU?  <input type="checkbox"/> a new academic program at MSU?</p> <p>If YES and your <b>proposal does NOT cover the cost</b>, attach an explanation of the cost, how the cost will be covered, and the amount of time the cost will need to be covered.</p> <p>Does the proposal require additional personnel? <input type="checkbox"/> Cost not included</p> <p>Does the proposal require additional space? <input type="checkbox"/> Cost not included</p> <p>Does the proposal require alterations to existing facilities? <input type="checkbox"/> Cost not included</p> <p>Does the proposal require equipment? <input type="checkbox"/> Cost not included</p> <p>Does the proposal require equipment maintenance? <input type="checkbox"/> Cost not included</p>
--	--

<input type="checkbox"/> Yes <input type="checkbox"/> No	Does the proposal require consultants or subcontractors? <input type="checkbox"/> Cost not included
<input type="checkbox"/> Yes <input type="checkbox"/> No	Does the proposal require salary for current MSU employees? <input type="checkbox"/> Full or <input type="checkbox"/> Partial?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Does the proposal require significant Library resources or services?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Does the proposal require significant computer network time?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you anticipate production of material resulting in patent, copyright, or trademark?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Does your proposal project or relationship with the sponsor require the disclosure of significant financial interests that present an actual or potential conflict of interest for investigators involved in this project? If yes, all investigators must complete disclosure of this matter using MSU's Significant Financial Interest Disclosure form. Signing this form certifies that investigators have read and understand MSU's Conflict of Interest Policy and have made all appropriate disclosures.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you or any key faculty in the proposed project delinquent on federal debt?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you or any key faculty currently debarred or suspended from receiving federal assistance?

**Approvals** (After review, each person types name into appropriate line for "signature" then re-saves document to computer before emailing.)

Principal Investigator \_\_\_\_\_ Date \_\_\_\_\_  
 Co-Principal Investigator \_\_\_\_\_ Date \_\_\_\_\_  
 Co-Principal Investigator \_\_\_\_\_ Date \_\_\_\_\_  
 Department/Division Chair \_\_\_\_\_ Date \_\_\_\_\_  
 Vice President (when applicable\*) \_\_\_\_\_ Date \_\_\_\_\_

*\*The Vice President whose area of responsibility may be impacted either by equipment or space needs will also review and provide approval prior to proposal submission.*

Office of Sponsored Programs Director \_\_\_\_\_ Date \_\_\_\_\_

Grants and Contracts Accountant \_\_\_\_\_ Date \_\_\_\_\_

*The Grants and Contracts Accountant in the Business Office provides both pre- and post-grant/contract support to the PI. Prior to proposal submission, the grants accountant reviews the budget for accuracy, compliance with university, state, and fiscal policies. Upon funding of a grant/contract, the grants accountant is responsible for fiscal oversight of the award.*

Vice President of Academic Administration \_\_\_\_\_ Date \_\_\_\_\_

*The VPAA is MSU's authorizing official for proposal submission of grants, contracts, subcontracts or other formal agreements on behalf of the university. Accordingly, the VPAA acts on behalf of the President and reviews proposals for consistency with institution missions and policies, and federal/state compliance requirements. The VPAA provides the final signature on the approval form and submits or assists the PI in submitting the proposal to the funding agency.*

**Proposal Submission Requirements**

*The Principal Investigator (PI) is encouraged to notify the OSP Director as soon as possible when a grant/contract opportunity of interest is identified. The OSP, with support from VPAA and business office as needed, will provide assistance on RFP review, budget preparation, agency contact, editing (as time allows), compliance, and final proposal submission. Due to limited staffing, actual writing of the proposal on behalf of the PI is not available.*

**No less than one week prior to the submission deadline, email the following items to the OSP Director:**

1. Completed approval form including signatures through the chair/director; if interdisciplinary, chairs from all areas must provide approval.
2. Abstract/summary of proposal project (or a full copy of the proposal).
3. Detailed budget and budget narrative (or corresponding spreadsheet; see suggested budget template on Business Office/OSP website).
4. Documentation from the RFP describing allowable indirect rates and match requirements (or a full copy of the RFP).
5. Any applicable signature pages, including assurance and certifications, of the paper or electronic submission – usually funding agency forms.
6. For proposals requiring equipment sustainability or institutional space, a detailed explanation, including cost not covered by the grant/contract.

**Routing and submission:**

*The OSP office is responsible for routing the proposal for administrative approvals. During this process, the PI may be consulted for clarifications, questions, or changes. Once all approvals are given, OSP will contact the PI and make arrangements for submission of the proposal.*