Please submit form to the Sponsored Programs Office TWO WEEKS before proposal is due

SWARTHMORE COLLEGE: GRANT PROPOSAL REVIEW FORM

Faculty Name(s)/Department(s): ________________________________

Project Title: ___________________________________________________________________________________________________

Funding Agency/Program Announcement #: ____________________ Federal Non-Federal

Proposal Due: ________ Amount Requested: $_______________ Project Dates (MM/DD/YY): ___________________

If the project involves a collaboration or subcontract, please note name of co-PI and contact info for his/her institution’s grants office:
______________________________________________________________________________________________________________________________________________

As principal investigator(s), I/we accept responsibility for this proposal and certify compliance with grantor and institutional requirements.
______________________________________________________________________ Date ___/___/___

IMPACT ON COLLEGE RESOURCES:

Institutional Review Board & Research Compliance

_____ If the project involves human subjects research (including surveys), have you submitted your proposal for review?

Protocol Code: ____________________________ Approved by: ____________________________

IRB & Research Compliance (Shawn Lehmann)

Computing

_____ Does the project involve additional computer and/or IT resources? If so, the PI must fill out the questionnaire from Information Technology Services (ITS) on page 2 and submit it to ITS:

Approved by: ____________________________

ITS (Joel Cooper)

Facilities

_____ Will the project have a noticeable impact on the use of utilities?

_____ Does the project require renovation of existing space or any other construction issues, such as rewiring, temperature control, vibration isolation, blackout, soundproofing, hazardous materials, or emergency power?

_____ Does the project include a reallocation of space?

Approved by: ____________________________

Facilities and Services (Stu Hain)

Payments to individuals

_____ Does the project include payment to any individuals other than Swarthmore students or faculty participating in the grant (such as Swarthmore instructional staff or staff, faculty at other institutions, consultants, or other individuals not currently on Swarthmore's payroll)?

Approved by: ____________________________

Human Resources (Pamela Prescod-Caesar)

Liability

_____ Does the project include the purchase/lease of an automobile or heavy equipment, i.e. compressors, generators, forklifts?

_____ Does the project include bringing people to campus from the community or other campuses?

_____ Does the project involve travel by Swarthmore faculty, staff or students to other countries?

_____ Does the project involve the lease of premises?

_____ Does the project have special insurance requirements?

Approved by: ____________________________

Finance Office (Gregory Brown)

Matching Funds/Cost-Sharing

_____ Does the project commit the College to providing matching funds, cost-share, or any in-kind support?

If yes, amount and source of funds: __________________________________________

Approved by: ____________________________

Provost’s Office (Thomas Stephenson)

REVIEWED BY:

Sponsored Programs ___________________________________________ Date ___/___/___

Senior Accountant ___________________________________________ Date ___/___/___

Provost’s Office ___________________________________________ Date ___/___/___

Vice President for Finance and Administration __________________________ Date ___/___/___
GRANT PROPOSAL COMPUTING CHECKLIST

(1) If your proposal will require the use of network/telecommunications, have you verified that you already have the necessary ports in the office or lab where you will be installing the equipment? If you need more ports, or ports in different locations, you should first talk to the Director of Networking and Telecommunications (currently Mark Dumic) about the costs of additional installations.

___ Not applicable
___ I have made arrangements with Information Technology Services (ITS) already.
___ I have not yet made arrangements with ITS, but will do so before the submission of the proposal.

(2) If your proposal involves the delivery of audio-visual materials over the network, such as digital sound or movies, or if your proposal involves the publication on College servers of Web materials that may be of substantial popular appeal, have you discussed your plans with the Director of Enterprise Services (currently Glenn Stauffer) to make sure current servers and network bandwidth are able to accommodate your needs?

___ Not applicable
___ I have made arrangements with ITS already.
___ I have not yet made arrangements with ITS, but will do so before the submission of the proposal.

(3) If your proposal will require that software packages not currently available on campus be distributed to faculty/staff/students or on public area/classroom computers, have you discussed these plans with the Associate Chief Information Technology Officer (currently Eric Behrens)?

___ Not applicable
___ I have made arrangements with ITS already.
___ I have not yet made arrangements with ITS, but will do so before the submission of the proposal.

(4) New desktop or laptop computer equipment purchased with grant funding is not added to the replacement cycle. If you wish to add equipment to the replacement cycle, you must arrange for the permanent transfer of roughly one quarter of the replacement cost of a standard model computer. For more information, please contact the IT Coordinator (currently Kelly Fitzpatrick).

___ Not applicable
___ I acknowledge that computers bought with this grant will not be included on the replacement cycle.
___ I plan to obtain the necessary funds from this grant or another source to include this equipment on the replacement cycle.