

The Academic Affairs Office and Sponsored Programs and Research Administration Office

Grant Proposal Preliminary Information Form

Grant Proposal Preliminary Information Form Stage:

After discussion with the **sponsored programs and research administration office**, PI completes "Grant Proposal Preliminary Information" form and has preliminary dialogue with dean/area head regarding details of project and resources necessary to conduct research/project. Salem State resources required to conduct research/project are determined at this stage.

Dean/area head approves form and gives authorization to submit to provost for final approval.

PI returns signed form to sponsored programs and research administration office for routing for additional signatures, if appropriate, prior to presentation to provost for final approval before submission.

Proposal Stage:

PI works with the sponsored programs and research administration office to develop proposal, budget and supplemental materials. All completed materials must be in **SPRA office least ten (10) business days before deadline**.

Prior to submission, the sponsored programs and research administration office confirms or obtains signed approval of appropriate dean(s), area head(s), vice-president(s) provost, president (if required).

The sponsored programs and research administration office submits proposal to funding source.

Pre-Award Stage:

Funding source notifies Office of Sponsored Programs and Research Administration/PI that funding has been approved.

The sponsored programs and research administration office notifies director/dean, provost and financial services/grant accountant of approval and facilitates PI communication with relevant budget office contacts.

Post-Award Stage:

The sponsored programs and research administration office provides assistance to PI and financial services as needed during the post-award period.

If you intend to pursue external funding for a project and you have (1) fully developed the concept, (2) informed the sponsored programs and research administration office of your intentions and (3) identified potential funding sources, please fill out this form and submit it to your area head/dean prior to committing university resources to the project. Area head/dean signature signifies endorsement of the project idea, commitment of resources and consent to proceed to full proposal stage. **Any in-kind, cash match or other Salem State resources require vice president approval by signature.**

All grant documents, including this signed form, must be submitted to the sponsored programs and research administration office at least ten (10) business days prior to proposal due date and will then be presented to the Provost for approval before submission. **All grant submission must be approved by the provost.**

Today's Date: _____

Proposal Deadline*: _____

Type of Grant Requested (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Faculty Research/Scholarship | <input type="checkbox"/> Civic Engagement |
| <input type="checkbox"/> Undergraduate/Graduate/Research/Scholarship | <input type="checkbox"/> Community Development Program |
| <input type="checkbox"/> Teacher Education | <input type="checkbox"/> Other Program Support |

Grant proposal writer(s) or principal investigator(s): _____

All other collaborators contributing content (internal or external):

Name of grant funding source and program title: _____

Will research include human subjects? Yes No
If yes, IRB approval required prior to conducting research.

Will research include animal subjects? Yes No
If yes, IACUC review required prior to conducting research.

Will students conduct/assist with research? Yes No
If yes, student training required prior to conducting research.

Proposed project title: _____

Category of funding source: Federal State Private/Foundation

Estimated total amount of grant funding request (attach draft budget if available): _____

Portion to be requested for Salem State University (if different from above): _____

Is the university required to provide matching funds?* Yes No

Will the university be committing resources to the project?* Yes No

If yes, please check all that apply:

- Cash Meeting Space Tuition Discount Faculty Release Time
 Staff Time Faculty Time Other (please describe below):

Match detail: Please provide details of the match including estimated value and source of Salem State University funding. Include chartfield accounts where applicable.*

***Any in-kind, cash match or other Salem State resource requires vice president approval by signature (see signature page).**

Project will occur during: Academic Year Summer Both

Principal investigator/faculty to be compensated by: Course Release(s) Other/ Add'l Compensation

Will compensation be included in grant budget? Yes No

If no, please provide details of source of compensation including chartfield accounts where applicable:

Is this project interdisciplinary or a partnership/collaboration? Yes No

If yes, what partners and/or departments will be involved? Please include external partners.

Please check any of the following components that may be included in this project.

Website hosting or use of technology resources Meeting or event space (use of Salem State University Facilities)

Course offerings or use of classroom space for workshop, seminar, and so on. Hiring of new employees or consultants

Project summary:

If this is a "Program Support" proposal, please explain how the outcome of the project will align with the goals and objectives of the Salem State University Strategic Plan:

Required Signatures:

Confirmation of review by SPRA:

Sponsored Programs Signature

Date

Area head(s)/ dean(s) endorsement:

Area Head/ Dean Signature

Date

Vice president (s) authorization for in-kind cash match, other:

Vice President Signature

Date

Vice President Signature

Date

Provost authorization for submission:

Provost/Academic Vice President Signature

Date

President authorization if applicable

President Signature

Date