

UNION COLLEGE
GRANT PROPOSAL APPROVAL FORM for PRIVATE GRANTS (GPAF-P)

This form is for Union College records and will be retained by the Office of Corporate, Government, and Foundation Relations (Grants Office). The GPAF-P and supplemental materials must be submitted to the Grants Office at **least seven working days before the proposal deadline** to allow sufficient time for review and to secure the required signatures. **Union College reserves the right to withdraw any application that has not received institutional endorsement prior to submission.** If you have any questions, please contact the Grants Office (ext. 6984).

1. Project Director(s) (Name, Department):

2. Project Title:

Research Project Type: Applied Basic Development Not applicable

3. Sponsor & Program:

4. Proposal Deadline:

Anticipated Notification Date:

5. Proposed Project Effective Dates:

to:

6. Award Information: All GPAF-Ps must be accompanied by a Union College budget spreadsheet and narrative budget justification. The faculty applicant must work with the Grants Office in advance to develop a budget and narrative. The Grants Office will attach the final budget and narrative to this GPAF-P before circulating for institutional review and endorsement.

Lead Institution Name (Applicable if Union College will be a sub-awardee):

Sub-Awardee Institution Name(s):

(Applicable if part of the proposed project will be carried out by another institution through a sub-contract under the Union College award. Sub-awardees must provide the Grants Office with 1) *DUNS numbers*, 2) *a brief scope of work*, 3) *an itemized budget spreadsheet*, 4) *letter of intent to serve as a sub-awardee signed by an authorized organizational representative*, and 5) *a copy of their institution's negotiated indirect rate agreement*. The Grants Office will attach the sub-award budget spreadsheet to this GPAF before circulating for institutional review and endorsement.)

Budget Information (To be completed in consultation with the Grants Office. If applicable, documentation must be attached to this form confirming the commitment and source of Union College funds supporting the project.)

Total Grant Funds Requested:

Does sponsor limit indirects? Yes No

If yes, enter limit:

Cost-sharing (matching) is: Required Encouraged Not required Not encouraged Prohibited

Total Matching Funds Committed:

Total Non-Matching Institutional Funds Committed:

(Applicable when cost-sharing is not required/encouraged or is prohibited, but Union College funds are necessary to support the project.)

7. Facilities, Equipment, and Other Resources (Check all that apply. Attach documentation to this form demonstrating the responsibility-area director has been informed of the proposed project's impact on resources and special considerations.)

Facilities and Equipment (Space-related requests should be made at least 2 months prior to proposal deadline):

- Physical space to house new equipment (If known, enter building and room number _____)
- Alterations/renovations to existing physical space (If known, enter building and room number _____)
- ITS or technician support for new equipment installation
- Equipment operations/maintenance beyond grant period
- Purchase of computer hardware, software, other
- Computer, website, server, system networking, cabling, other

Other Resources

- Course release or other leave (Complete form: <https://muse.union.edu/grants/files/2017/08/CCP-8-31-17-1uhhsji.pdf>)
- Union College Faculty Manual, Section II – [Faculty Appointments, Tenure, Promotion, Leaves](#)
- Department administrative/clerical support
- Office, computer, phone for new personnel hired through grant funds
- Schaffer Library – Inter-library loan, fee based database usage, etc.
- Other, please describe:

- None: this project will not impact Union College facilities, equipment, or other resources

8. Project Director Certification

I certify that the information above is true and complete to the best of my knowledge. I agree to accept responsibility for project programmatic and fiscal conduct in accordance with the sponsor and Union College guidelines and will provide all reports required by the sponsor and Union College on or before their due date.

PD Signature	Date	Co-PD Signature	Date
Co-PD Signature	Date	Co-PD Signature	Date

9. Department Approval

By signing, the individual below is confirming they have reviewed this form and any attached materials
By signing, the individual below is endorsing the submission of this proposal on behalf of Union College.

CHAIR Printed Name	Signature	Date
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10. Grants Office Approval

By signing, the individual below is confirming they have reviewed this form and any attached materials
By signing, the individual below is endorsing the submission of this proposal on behalf of Union College.

GRANTS Printed Name	Signature	Date
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11. Institutional Approvals

By signing, the individuals below are confirming they have reviewed this form and any attached materials.
By signing, the individuals below are endorsing the submission of this proposal on behalf of Union College.

Jennifer Fredricks	Linda Clayton				
DADP Printed Name	Signature	Date	FINANCE Printed Name	Signature	Date
Greta Donato					
DAPR Printed Name	Signature	Date	Other Area Printed Name	Signature	Date
Other Area Printed Name	Signature	Date	Other Area Printed Name	Signature	Date

12. Authorized Organizational Representative (AOR) Approval to Submit

By signing, the AOR is endorsing the submission of this proposal and is delegating authorization to submit to Union’s Grant Office on behalf of the College.

Strom Thacker	
Vice President for Academic Affairs and Dean of the Faculty	Signature Date