

**UNION COLLEGE  
GRANT PROPOSAL APPROVAL FORM (GPAF)**

This form is for Union College records and will be retained by the Office of Sponsored Program & College Grants (Grants Office). The GPAF 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. Principal Investigator (Name, Department):  
Co-PIs (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 GPAFs 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 a narrative. The Grants Office will attach the final budget and narrative to this GPAF before circulating for institutional review and endorsement.

**6a. Lead Institution Name** (Applicable if Union College will be a sub-awardee):

**6b. 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 (AOR), and 5) a copy of the sub-awardees 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.)

**6c. Total Grant Funds Requested:**

**6d. Does Sponsor limit indirects?**  Yes  No

**If yes, enter limit:**

**6e. Cost-sharing (matching) is:**  Required  Encouraged  Not required  Not encouraged  Prohibited (NSF)

6f. Total Matching Funds Committed:

6g. Total Non-Matching Institutional Funds Committed:

(Applicable when cost-sharing is not 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.)

**7a. 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

**7b. Other Resources**

Course release or other leave (Complete form: <https://muse.union.edu/grants/files/2017/08/CCP-8-31-17-1uhhsjj.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 and Research Activities: Sponsor & Institutional Compliance Considerations**

**8a. Are undergraduates, post-bac students, graduate students, and/or post-docs involved in the proposed activities?**

No  Yes, I shall comply with sponsor and institutional policies and guidelines for training in the Responsible Conduct of Research [https://muse.union.edu/grants/files/2017/06/RCR-policy\\_6-22-17-1m3qafn.pdf](https://muse.union.edu/grants/files/2017/06/RCR-policy_6-22-17-1m3qafn.pdf) (excludes conferences, symposia, and workshops).

**8b. Are human subjects involved in the proposed activities?**  No  Yes, I shall comply with sponsor and institutional policies and guidelines for conducting research with human participants <http://www.union.edu/Resources/Academic/hsrc/index.php>

**8c. Are animals involved in the proposed activities?**  No  Yes, I shall comply with sponsor and institutional policies and guidelines for conducting research using animals <http://muse.union.edu/biology/students/animal-use-committee/>

**8d. Are hazardous chemicals, controlled substances, radioactive materials, recombinant DNA, and/or infection agents involved in the proposed activities?**  No  Yes, I shall comply with sponsor and institutional policies and guidelines for science safety <https://muse.union.edu/unionehs/science-safety/>

**8e. Will the proposed research activities involve certain high-consequence pathogens and toxins with potential to be considered dual use research of concern?**  No  Yes, this research potentially falls within the scope of the US Government Policy for Institutional Oversight of Life Sciences Dual Use Research of Concern <http://www.phe.gov/s3/dualuse/Pages/default.aspx>

**8f. Will any intellectual property be used or produced in the proposed activities?**  No  Yes, all personnel shall comply with the policy on scientific misconduct found in the Faculty Manual, Section V <https://www.union.edu/Academics/AcademicAffairs/GovernanceCommittees/FacultyManual/2017-01-01/FM-Section-V.pdf#page=10>

**8g. Are all project personnel aware of Union College’s policy of scientific misconduct?**  No  Yes, all personnel shall comply with the policy on scientific misconduct found in the Faculty Manual, Section V <https://www.union.edu/Academics/AcademicAffairs/GovernanceCommittees/FacultyManual/2017-01-01/FM-Section-V.pdf#page=16>

**8h. Has or will any project personnel lobby on behalf of this proposal by contacting an individual from the Legislative or Executive Branch of the US Government?**  No  Yes

**9. Principal Investigator & Co-Principal Investigator Certifications**

*I certify that I am not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.*

*I certify that I and all named project participants are compliant with Union College’s Drug-Free Workplace Policy found in the Faculty Manual, Section V <https://www.union.edu/Academics/AcademicAffairs/GovernanceCommittees/FacultyManual/2017-01-01/FM-Section-V.pdf#page=62>*

*I certify that I have reviewed and will comply with policies related to Financial Conflict of Interest (FCOI). If a potential FCOI related to this proposal exists, submit a completed a completed FCOI Disclosure Form to the Grants Office. If applicable, the Grants Office may request a FCOI Disclosure Form from other project participants responsible for the design, conduct, or reporting of the research. <https://muse.union.edu/grants/policies-and-forms/>*

*I certify that the information and certifications provided above are 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*

_____ PI Signature	_____ Date	_____ Co-PI Signature	_____ Date
_____ Co-PI Signature	_____ Date	_____ Co-PI Signature	_____ Date

**10. 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.

_____ CHAIR Printed Name	_____ Signature	_____ Date	_____ GRANTS Printed Name	_____ Signature	_____ Date
Jennifer Fredricks			Heidi Whitney		
_____ 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			Other Area Printed Name		

**11. 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 Grants Office on behalf of the College

Strom Thacker  
\_\_\_\_\_  
Vice President for Academic Affairs and Dean of the Faculty

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date