Georgia Southwestern State University

Approval to Submit Proposal for External Funding

Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Acct # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Co-Project Directors (if any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Funding Source: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deadlines: Proposal must be: **\_\_**postmarked by \_\_\_/\_\_\_/\_\_\_ **\_\_**Received by \_\_\_/\_\_\_/\_\_\_

Project period (inclusive dates): From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_

Brief layperson’s description of this project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Budget Request From GSW Other Total**

**Funding Source Contributions Sources**

Salaries and Wages $ \_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_

Fringe Benefits $ \_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_

*(refer to last page)*

Other Direct Costs $ \_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_

Matching Contributions\*\* $ \_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_

In-Kind Contributions\*\* $ \_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_

Indirect Costs $ \_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_

*(maximum 46% of salaries & wages only)*

**Total Pro** **$ \_\_\_\_\_\_\_\_\_\_\_\_ject Costs:** $ \_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_

**Matching/In-Kind Commitment:** *The source of matching and in-kind funds must be identified and approved.*

Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Approved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_ Source \_\_\_\_\_\_\_\_\_

Georgia Southwestern State University’s Commitment

\_\_Yes \_\_No Does GSW have any expressed or implied responsibility after the sponsor terminates support for this grant or contract? If yes, explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_Yes \_\_No Is this proposal competitive?

Is the funding Federal, State or private? Circle answer.

\_\_Yes \_\_No In addition to what is provided from the proposal, does the project require additional

\_\_ personnel, \_\_ space, \_\_equipment, \_\_ replacement instructors,

\_\_ consultants, \_\_subcontractors? If yes, explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_Yes \_\_No Is partial or full salary support requested for current GSW employees?

\_\_Yes \_\_No Does the proposal provide for \_\_equipment maintenance \_\_computer network time?

\_\_Yes \_\_No Does the proposal involve \_\_human subjects, \_\_research animals,

\_\_drugs or controlled substances, \_\_radiation research, \_\_potential biohazard,

\_\_significant computer use, \_\_potential conflict of interest.

If yes, explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I agree to abide by current University policies on conflicts of interest, misconduct in science, the use of human subjects and vertebrate animals in research and other**

**GSW research policies as appropriate. I certify that the required actions regarding compliance have been taken, and that my associates on this project will be informed**

**of the requirements of these policies.**

Project Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

**Approval (must be obtained before the proposal is mailed):**

Department Head \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

School Dean \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

V.P. of Academic Affairs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

V.P. Business & Finance\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

Signatures on this completed form indicate the proposal is in accord with the capabilities and policies of department/dean/university and complies with the Board of Regents and sponsoring agency regulations.

With this approval is the permission to pursue outside funding for this project. The University reserves the

right to review awards before final acceptance of funding.

For proposal and policy tracking purposes, send:

\_\_**a copy of the routing sheet, proposal and budget sheet to the: Vice President for Academic Affairs, Vice**

**President for Business and Finance, and the Comptroller.**

**FY \_\_\_\_\_\_\_\_\_\_ PROJECT/GRANT BUDGET**

|  |  |
| --- | --- |
| **PROJECT/GRANT NAME:** | |
| **PROJECT/GRANT NUMBER:** | |
|  |  | |
| Account Description | Budgeted Amount | |
| *Personal Services* | | |
| Faculty |  | |
| Part Time Faculty |  | |
| Summer Faculty |  | |
| Graduate Assistants |  | |
| Professional & Administrative Staff (monthly) |  | |
| Part Time Administrator |  | |
| Staff (biweekly) |  | |
| Overtime |  | |
| Part Time Clerical Staff |  | |
| Student Assistant |  | |
| FICA |  | |
| FICA MED |  | |
| Retirement |  | |
| Health Insurance |  | |
| Basic Life |  | |
| *Non-Personal Services* | | |
| Travel |  | |
| Supplies & Materials-Office |  | |
| Supplies & Materials-Postage |  | |
| Supplies & Materials-Other |  | |
| Repairs & Maintenance |  | |
| Rentals-Non RealEstate |  | |
| College Work Study |  | |
| Dues & Membership |  | |
| Software |  | |
| Printing & Publications |  | |
| Equipment Non Inventory |  | |
| Per Diem-Consultant |  | |
| Per Diem-Other |  | |
| Per Diem-Reimbursable Expense |  | |
| Telecommunications-Local |  | |
| Telecommunications-Toll |  | |
| Total Budget |  | |

|  |
| --- |
| Calculation of Fringe Benefits |
|  |
| For a new full time position use 1.45% fica med, 6.2% fica, 10.03% retirement, $180 basic life, and $11,751 for maximum health |
| For faculty additonal pay use 1.45% fica med and 6.2% fica |
| For Part Time Faculty use 1.45% fica med |
| For Summer Faculty use 1.45% fica med and 6.2% fica, and 10.03% retirement |
| For Graduate Assistants no fringe benefits are calculated |
| For Professional/Admin use 1.45% fica med and 6.2% fica |
| For Part Time Administrator (monthly employee) use 1.45% fica med |
| For overtime use 1.45% fica med and 6.2% fica |
| For Part Time Clerical Staff use 1.45% fica med |
| For Student Assistants no fringe benefits are calculated |