Date:_____/_____/_____

OGAC USE ONLY

Log #: _____

Monmouth University
Office of Grants
INTERNAL APPROVALS FOR GRANT OR CONTRACT PROPOSALS*

PI(s): _____ Phone: _____

Email address _____

Department: _____ Effective Dates:____/____/____-- _/___/____

Title of Project:

Name, Address, Phone Number and Email Address of Funding Department/Agency/Foundation Company *(Sponsor)*:

SUBMISSION DEADLINE: _____ Is this a RECEIPT: ☐ or POSTMARK: ☐ deadline? (check one)

Electronic submission yes ☐ no ☐
Paper submission yes ☐ no ☐

Number of copies to be submitted _____

Amount Requested: $_____

Are Indirect Costs (F & A) Included: No ☐ Yes ☐

What %? _____ What Amount? $_____

If no, does the sponsor specifically exclude Indirect Cost? _____

Are MU Matching Funds Included? No ☐ Yes ☐
If yes, specify source(s):

Amount:	Acct:	Authorized by:
$_____	_____	_____
$_____	_____	_____

SPECIAL APPROVALS

Are Space Modifications Required?	No ☐	Yes ☐	*If yes*, VP of Administrative Services initials here:_____(Attach Facilities Approval)
Is Additional Space Required?	No ☐	Yes ☐	*If yes*, VP of Administrative Services initials here: _____
Are Human Subjects Used?	No ☐	Yes ☐	*If yes*, please begin the IRB/Human Participants approval process at: http://bluehawk.monmouth.edu/~faccounc/irb/index.html
Are Vertebrate Animals Used	No ☐	Yes ☐	*If yes*, please begin the IACUC approval process at: http://bluehawk.monmouth.edu/~faccounc/IACUC/
Are Hazardous Substances Involved?	No ☐	Yes ☐	*If yes*, attach description and approvals

The PI certifies that s/he will complete the appropriate training in the responsible and ethical conduct of research prior to commencing any Work funded under the grants. Budget Approved By: _____
Controller Date

REQUIRED APPROVALS

Obtained by PI:

_____
PI *Date*

_____
Department Chair(s)/Center or Institute Director(s) *Date*

_____
School Dean *Date*

Obtained by OGAC:

_____
Director, Office of Grants & Contracts *Date*

_____
Provost *Date*

** Submit a complete proposal (including budget and sponsor's guidelines) to Office of Grants & Contracts.*