



PROPOSAL SUMMARY AND APPROVAL FORM

Office of Sponsored Programs and Research

See instructions at: <http://www.clarku.edu/offices/research/proposals/instructionform.cfm>

OSPR Use Only:
FFATA Required?

PART I: PRINCIPAL INVESTIGATOR / PROJECT DIRECTOR INFORMATION			
Principal Investigator / Project Director	Phone	E-Mail	Home Department
If applicable, please note the Clark Institute or Center through which you are submitting this proposal:			
Co-Principal Investigator / Project Director	Phone	E-Mail	Home Department
PI / PD Funded Effort on Project		Co-PI / Co-PD Funded Effort on Project:	
Academic Year:	Summer:	Academic Year:	Summer:

PART II: PROJECT AND AGENCY INFORMATION					
Project Title			Project Duration		
			From:	To:	
Primary Sponsor		Subcontracting Sponsor (if Clark is the recipient)			
Sponsor Type (Check One)	Federal	Foundation / Corporation	Non-Fed Public	Other (specify)	
Agreement Type (Check One)	Grant	Contract	Cooperative Agreement	Subcontract	Fellowship
Is this a Preproposal?		Was a Preproposal / LOI submitted for this grant?		Project Location (Check One)	
Yes	No	Yes	No	On-Campus	Off-Campus
Project Purpose (Check One)	Research	Education	Training	Other (specify)	
Award Type (Check One)	New	Continuation	Resubmission	Renewal	Supplement / Amendment

PART III: PROJECT BUDGET INFORMATION				
	First Year Sponsor Budget Request	Total Project Sponsor Budget Request	Cost Sharing (if applicable) for First Year	Total Cost Sharing (if applicable)
Capital Equipment > \$5000				
Total Direct Costs				
F & A (Indirect Costs) _____%				
Total Project Costs				

PART IV: COMPLIANCE CONSIDERATIONS (Check all that apply)

Human Subjects	Animal Use	Recombinant DNA	Select Agents
Biohazards	Radioactive Materials	Toxic / Hazardous Materials	

PART V: INSTITUTIONAL CONSIDERATIONS (Check all that apply)

Conflict of Interest	Subcontracts	Patentable / Proprietary Information	Anticipated Promotion and/or Raise during Grant Period	Semester and Year _____
Matching Funds	Consultants	Additional Non-Student Personnel	Course Buyout (grant-funded)	_____
Capital Equipment	International Project	Leave or Sabbatical	Course Release (unfunded)	_____
Space / Renovations				

PART VI: APPROVALS (Signatures must be obtained in order listed below)

In signing this, the Principal Investigator / Program Director agrees to comply with Institutional and Funding Agency policies and procedures which may apply as a result of an award, and certifies that the Clark University Conflict of Interest Policy has been read.

	Signature	Date
Principal Investigator / Program Director		
Co-PI / Co-PD		
Department Chair		
Institute Director		
Jennifer Hitt Director of Corporate / Foundation Relations*		
Assistant Director of Sponsored Programs and Research		
Susan Puryear Director of Sponsored Programs and Research		
Nancy Budwig Associate Provost and Dean of Research		

* Required of all foundation and corporate sponsored programs.