



Proposal Authorization Form

(See instructions on page 3.)

A. General Information

Form with fields: PRINCIPAL INVESTIGATOR NAME, DEPARTMENT/PROGRAM, OTHER HWS INVESTIGATORS/KEY PERSONNEL (AND ROLE), PROJECT TITLE, SPONSOR (AND PROGRAM), HWS SUPPORT REQUESTED OF SPONSOR, TOTAL PROJECT COST, PROPOSED PERIOD OF PERFORMANCE, Official Submission Deadline per RFP, Have 2 wks been allowed for review?

B. Project Information

Form with questions: Does this project involve human subjects research?, Does this project involve living non-human animal subjects research?, Does this project involve use of DNA or RNA molecules..., Does this project involve the use of infectious agents..., Does this project involve travel abroad? Includes footnotes 1 and 2.

C. Subaward/subcontract information

Form with question: Does this project involve a subaward or subcontract? and sub-questions: If YES: HWS will issue the sub, HWS will receive the sub

Sub Institution and Contact Information

Form with fields: INSTITUTION, CO-PI/CONTACT, ADDRESS, TELEPHONE, E-MAIL

D. Budget

1. Matching Funds and In-kind Contributions

<input type="checkbox"/> Required matching funds or Colleges' contribution	\$
<input type="checkbox"/> Voluntary matching funds or Colleges' contribution	\$
Source of matching funds (requires pre-approval):	
<input type="checkbox"/> Required In-kind contributions	\$
<input type="checkbox"/> Voluntary in-kind contributions	\$
Source of in-kind contributions (requires pre-approval):	
<input type="checkbox"/> There are no matching funds or in-kind contributions for this project.	

2. Personnel

<input type="checkbox"/> Faculty release time is required, as follows (requires preapproval):
<input type="checkbox"/> No additional staffing is required for this project.
<input type="checkbox"/> Required assistance can be provided by present department personnel at no increase in departmental wages or salary budget, and without overtime charges.
<input type="checkbox"/> Funds for all personnel participating in the project are included in the proposal budget, including student wages and secretarial assistance.
<input type="checkbox"/> Additional personnel must be hired for this project, as follows:

3. Facilities, Equipment, and Information Technology

<input type="checkbox"/> No additional laboratory or office space is required by the project.
<input type="checkbox"/> Present space is inadequate. Additional space will be required, as follows:
<input type="checkbox"/> No equipment is required for this project.
<input type="checkbox"/> All equipment required for this project is currently available in the department or can be borrowed at no cost.
<input type="checkbox"/> Funds for purchase or lease of new equipment or software required are included in the budget.
<input type="checkbox"/> The Colleges will be expected to purchase or lease equipment (see 1. Matching Funds for details).
<input type="checkbox"/> The Colleges will be expected at a future date to replace or update equipment/software (see 5. HWS Commitment for details).
<input type="checkbox"/> Information Technology Services must have ample time to review the project and budget prior to determining required services or support.
<input type="checkbox"/> Help Desk/Technician <input type="checkbox"/> Network Storage <input type="checkbox"/> Developer (Web, video, etc.) <input type="checkbox"/> Procurement <input type="checkbox"/> Training <input type="checkbox"/> Other:

4. Indirect Cost Calculation

<input type="checkbox"/> HWS's federally negotiated rate of 67.0% applied to all salaries and wages, not including fringe benefits.
<input type="checkbox"/> Funding organization restricted rate of _____ %, applied to (base used) :
<input type="checkbox"/> Indirect costs/overhead are not permitted by funding organization (must be documented in writing).
<input type="checkbox"/> Other, as follows:

5. HWS Commitment beyond Grant Period (may include programmatic commitments, staffing, equipment maintenance of replacement, unusual reporting or other commitments):

<input type="checkbox"/> No continuing commitment is required beyond the grant period.
<input type="checkbox"/> The Colleges' continuing commitment is required as follows:

E. Compliance

1. For All Applicants:

<input type="checkbox"/> I certify that Time and Effort reports for all individuals associated with this grant will be submitted as required by HWS.
<input type="checkbox"/> I agree to submit all progress reports as required by the sponsor.
<input type="checkbox"/> I have read and will adhere to HWS policies regarding training for Responsible Conduct of Research , and will ensure that Co-PIs, Key Personnel, and students complete training prior to commencing work on this project.

2. For Applicants Seeking Government Funding:

<input type="checkbox"/> All key personnel have read the Colleges' Conflict of Interest policy and have completed and submitted the appropriate Conflict of Interest Disclosure Form.
<input type="checkbox"/> I understand that if this proposal is funded, I and all other Key Personnel associated with this project are required to complete an annual Conflict of Interest Disclosure form.

F. AUTHORIZATIONS AND CERTIFICATIONS

Applicant: *Submission of this Proposal Authorization Form to the HWS electronic routing system for approval certifies that the information in this form and accompanying documents is accurate and complete.*

Other Reviewers:: *Electronic approval constitutes certification that reviewers have read the proposal and budget, understand and accept the institutional or departmental commitments stated therein, and agree to the proposal's submission.*

Provost: *Electronic approval by the Provost authorizes submission of this proposal.*

INSTRUCTIONS

Contact the Office of Sponsored Programs to discuss your project. Staff can help anticipate and address both institutional and sponsor requirements in your proposal narrative and budget.

This form must be completed for all proposals submitted to external organizations for support of research, scholarly activities or other projects that may result in external funds coming to the Colleges or in a contract, grant, or other agreement with Hobart and William Smith Colleges on behalf of its faculty.

Review by the department chair (and the chair of any other HWS co-investigator) and Information Technology Services are required for a proposal to be submitted to the Provost for consideration. Once the Provost approves a proposal, an authorized official from Sponsored Programs can submit the proposal to a sponsor. Approval is achieved through the online routing system.

- 1 PI uploads this form and supporting documentation for review.
- 2 Department chair(s) review documents.
- 3 Representative from Information Technology Services reviews.
- 4 Provost's approval commits the institution to the project.
- 5 Authorized Organizational Representative submits proposal to sponsor, unless other arrangements have been made.

In order to ensure that all offices have ample time to dedicate to your proposal, it is recommended that you begin the approval process at least **two weeks** prior to the submission deadline.