

Brooklyn College

THE CITY UNIVERSITY OF NEW YORK

Office of Research and Sponsored Programs (ORSP)

Proposal Routing & Internal Approval Form

This form must be reviewed and completed in its entirety. This form must be completed by the Principal Investigator before the grant can be submitted. ORSP is not authorized to process your application without approval of the Department Chair and Divisional Dean. The Proposal Routing and Internal Approval form should be completed and submitted to the ORSP with each grant proposal. To insure that there is adequate time for review, please fill in sections 1 and 2 and submit the form to the ORSP 10 business days before the deadline. The ORSP will secure the institutional approvals in section 3.

1

Principal Investigator: _____ Dept: _____

Sponsor/ Program Solicitation #: _____

Project Title: _____

Project Period: Start Date End Date

Total Amount Requested: Direct Costs Facilities & Administrative Costs Total Costs

Budget Information		College Commitments		
Please indicate whether this project involves any of the following:		Indicate cost sharing/matching funds or other Brooklyn College commitments to this project:		
<input type="checkbox"/> Equipment Purchase(s)	Identify: _____	<input type="checkbox"/> Cost Sharing/Matching Funds		
<input type="checkbox"/> Additional or renovated space	Identify: _____	Identify source of cost sharing:		
<input type="checkbox"/> Tuition Reimbursements	Identify: _____			
<input type="checkbox"/> % Time and Effort	Identify: _____			
<input type="checkbox"/> Request for a different Facilities & Administrative Costs Rate	Rate used: ____%	<input type="checkbox"/> Tax Levy	<input type="checkbox"/> Grant (identify)	<input type="checkbox"/> Other
If not using DHHS negotiated rate (57%), explain:				

Compliance Information Please indicate whether this project involves any of the following:

Human Subjects Approved # _____ Pending Biohazards Approved # _____ Pending
 Animal Subjects Approved # _____ Pending

By signing below, I certify that I am not debarred or suspended from dealing with the federal government, am in compliance with the CUNY/Brooklyn College policy for a drug free workplace, and have completed the required CUNY Financial Interest Disclosure form.

Principal Investigator _____ Date _____

2

ORSP is not authorized to process your application without approval of the department chair and divisional dean. These signatures are **required**.

Department Chair _____ Date _____ Divisional Dean _____ Date _____

As Department Chair, I certify that this proposal is consistent with department goals; is not in conflict with assigned duties of the principal investigator; and commits departmental resources as outlined in the proposal. As Dean, I certify that this proposal is consistent with College goals and commits college resources as outlined in the proposal.

3

Alan Gilbert, AVP for Finance, Budget, and Planning / Comptroller _____ Date _____

Sabrina Cerezo, Director _____ Date _____
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Instructions

Section 1

Sponsor:

- Please include the agency name (NIH, Dept. of Education), as well as the program solicitation name and number if available (e.g., RFA #, or CFDA #).

Project Period:

- Please indicate the dates for the entire project period.

Budget Information

- If your project involves equipment purchases, additional or renovated space, or special facilities, please check the appropriate box and provide additional details.
- Indicate the facilities and administrative costs (indirect costs) rate used. If the rate used is not the College's federally negotiated Department of Health and Human Services rate (57%, modified total direct costs), indicate the reason for using lower rate (i.e. Sponsor/Program cap).
- If the project involves released time for ANY FACULTY member, check the appropriate box and provide the name, semester, percent time and effort requested, and the number of credits of reassigned time for each person for whom released time is requested. Questions about budgeting released time should be addressed to ORSP.

College Commitments All college commitments must be approved prior to proposal submission.

- Cost Sharing/Matching Funds: Indicate whether any of the costs for the project will be borne by another grant, tax levy funds, or another funding source. If any of the funds will be provided from another source, provide the project name, grant # and amount.

Compliance Information

Human and Animal Subjects

- If your research involves human or animal subjects, the project must be approved by the Institutional Review Board for the Protection of Human Subjects (IRB) or the Institutional Animal Care and Use Committee (IACUC) before the research begins. If you already have approval for the proposed project, indicate the approved protocol number; if not, check "Pending".

Sections 2 and 3

- It is important that your department chair, divisional dean and the College administration are informed about your project and the college's commitments. Section 2 provides space for the department chair and divisional dean to sign off on your application.
- The signature of the Principal Investigator, Department Chair and Division Dean are **REQUIRED** for ORSP review and the applications final submission.
- When sections 1 and 2 are complete, the ORSP will forward the form to the AVP for Finance, Budget, and Planning/ Comptroller and Provost & Vice President for Academic Affairs.