

Minot State University

Grant and Contract Proposal Approval Form

(for MSU internal use only)



FORM PURPOSE: This form collects information related to already funded projects and their subsequent years of funding. Some funding agencies do not require yearly submissions after the initial funding award. In order to record these dollars appropriately, this form should be processed accordingly. **ORIGINAL FORM REQUIRED: Please hand write on pink paper**

Grant/Contract Information Agency Submission <i>Deadline</i> if applicable: _____ Original Grant/Contract Title: _____ Original Grant/Contract Award #: _____ Funding Agency and Division: _____ New Year start/end dates: _____ MSU PI Name/Dept. _____		
Compliances <input type="checkbox"/> Potential Biohazards <input type="checkbox"/> Research w/Animals <input type="checkbox"/> Drugs/Control. Subs <input type="checkbox"/> Radiation Research <input type="checkbox"/> Human Subjects IRB No. if filed _____	Budget Detail Direct Costs \$ _____ Indirect Costs \$ _____ Total Award \$ _____ Req. Cash Match \$ _____ In-Kind Match..... \$ _____ Other Sources \$ _____ Total Project \$ _____ Is there any related External Funding? If so, please explain. _____ _____	Match, Indirect, and Program Income Match Requirement <input type="checkbox"/> Cash Fund/Dept Source _____ <input type="checkbox"/> In-Kind Describe _____ <input type="checkbox"/> Other Describe _____ Indirect Rate <input type="checkbox"/> Full Federal Indirect allowed (32% Modified Total Direct) <input type="checkbox"/> Maximum rate of _____% allowed per RFP <input type="checkbox"/> Authorized rate of _____% per VPAF _____ (initials) <input type="checkbox"/> No Indirect Allowed Do you expect program income from this project? <input type="checkbox"/> Yes (attach explanation) <input type="checkbox"/> No
University Commitment <input type="checkbox"/> Yes <input type="checkbox"/> No		Have any of the university commitments changed from the original submission of your grant (see your original RSP form)? If so, please provide explanation.

Approvals

Principal Investigator _____	Date _____
Department/Division Chair _____	Date _____
Grants and Contracts Accountant _____	Date _____
VP of Academic Administration _____	Date _____

Proposal Submission Requirements

This form is to be used only in situations of subsequent funding of already established projects and the funding agency is establishing a new year of funding. Full MSU administrative approval is not required as is needed for a new proposal. No less than one week

prior to the deadline request, deliver the following items to Grants Accountant in the Business Office:

1. Completed approval form including signatures as needed
2. Provide copy of funding agency communication along with updated budget

Routing and submission:

The Project Director is responsible to see this form is submitted to the VPAA