 **INSTITUTIONAL AND ACADEMIC GRANTS**

**Proposal Clearance Form**

**Project Director/Principal Investigator:**

**Department: Address:**

**Phone: E-Mail:**

**Program/Project Title:**

**Co-Project Directors/Co-Principal Investigators:**

**Collaborators:**

**Funding Source (if known):**

**Funding Source Website (if known):**

**Submission Deadline:**

**Amount Requested: Total $ Over (length of Time: e.g. 1 Year)**

**Matching/In-Kind Funds: IRB Approval:**

**Not Required Not Required**

**Not Required but Included: $ Required**

**Required: $ % IACUC Approval:**

**Source of Matching Funds: Not Required**

**Are Matching Funds Secured?: Required**

**Anticipated Release Time or Overload Time Required (Faculty only):**

**Space Requirements:**

**Attach Program/Project Description, and include the following information: Why is the program/project needed? Who will benefit? What are the goals? What are the objectives? What are the expected Outcomes? How will success be measured? When will the program/project start and end? What actions will be employed in undertaking program/project? What Strategic Plan Priorities will be addressed?**

**Attach Letters of Commitment and Letters of Support, if any.**

**As Project Director/Principal Investigator, I hereby agree to the following terms and conditions:**

* **I understand that all activities in the grant process, including Pre-Award, Post-Award, and Closeout, must be coordinated with the Grants Office, and no applications, no changes to the budget, no changes to the scope of work or period of performance, and no reports, etc. can be submitted without the approval of the Grants Office. The Grants Office will provide assistance in all phases of the grant process, including planning, developing, budgeting, writing, submitting, implementing, reporting, and compliance. Requests for meetings and questions should be directed to: Michelle Giovagnoli, Director of Institutional and Academic Grants, 510 - Administration Building, (570) 208-5847,** [**michellegiovagnoli@kings.edu**](mailto:michellegiovagnoli@kings.edu)**.**
* **I understand that I am responsible to direct the project or program supported by the grant and I bear primary responsibility for all essential aspects of the work being carried out, including the project's technical or programmatic requirements, compliance with applicable policies and regulations, and administrative tasks. I will direct the program/project and provide proper administrative oversight, budget management, and accurate funder reporting in accordance with the following Project Director/Principal Investigator Responsibilities:**
* **Programmatic responsibilities:**
* **Diligently pursue project aims, as described in the application.**
* **Manage project personnel.**
* **Monitor sub-recipient performance.**
* **Maintain and retain project data and materials as required.**
* **Complete progress, final, and other required reports.**
* **Initiate timely requests for prior approval for changes when required (e.g. change in scope of work, re-budgeting, or reduction in committed effort).**
* **Request no-cost extensions when appropriate.**
* **Administrative / Fiscal responsibilities:**
* **Monitor project's financial status.**
* **Manage project within budget limits.**
* **Ensure accurate and timely effort reporting for project personnel.**
* **Approve expenditures.**
* **Assure that expenses incurred are allowable, reasonable, and allocable to the project to which they are charged.**
* **Seek prior approval for budget changes when required.**
* **Approve sub-recipient agreements and related invoices.**
* **Ensure that cost-share requirements are met.**
* **Review financial statements.**
* **Assist with accounts receivable collections as needed.**
* **I understand that any stipends paid to staff are for overtime hours and extra duties outside of regular work schedules. Stipend requests must be accompanied by Time/Effort Reports.**
* **I will manage the budget according to the policies of King’s College and obtain prior approval from my Department Chair for any budget overrun.**
* **I will submit any changes to the budget, scope of work or period of performance for approval in writing to the Grants Office and subsequently communicate in writing to the funding entity for approval/notification.**
* **I will provide copies of all required reports to the Grants Office for approval prior to submission to the funding entity.**
* **I assume responsibility to read, understand and comply with all of the terms and conditions contained in the grant application and contract. I agree to inform all persons working on this program/project of all terms and conditions of the grant application and contract, and I will ensure their compliance. Should any of the terms, conditions, budget, scope of work or period of performance be not acceptable to me, I must notify the Grants Office in writing.**
* **I agree to ensure compliance with all policies of King’s College. I agree to inform all persons working on this program/project with all policies of King’s College, and I will ensure their compliance.**
* **I will assume responsibility and accountability to King’s College, and/or, as appropriate, to collaborating organizations, for the proper conduct of the program/project, and I agree to carry out this program/project with the highest professional standards.**
* **I understand my responsibilities, and agree to abide by both King’s College’s and the funding entity’s policies, including, but not limited to, professional code of conduct, alcohol-free and drug-free workplace, violence, sexual misconduct, conflict of interest, lobbying, patents, responsible conduct of research, procurement, accounting, consulting, personnel, etc.**
* **I will ensure that all publications and presentations resulting from work on this program/project include a proper disclaimer and acknowledgment of sponsorship as required by the funding entity, whether written or oral, as presented by myself or any other persons involved in the program/project.**
* **Prior to the procurement of any and all supplies, equipment, or services, etc. for this program/project, including on-line purchases, I will adhere to the Institutional and Academic Grants Procurement Policy. This includes, but is not limited to submitting a completed Purchasing Requisition to the Grants Office for approval, and attaching all required price quotes or bids and documentation of price or cost analysis, as applicable. Upon approval by the Grants Office, the Purchasing Requisition will be forwarded to the Purchasing Department for issuance of a Purchase Order. I understand that Grant funds will not be utilized to pay or provide reimbursement for any purchases made, including those purchases made with a Procurement Card, without the prior approval of the Grants Office. If an order is placed or any supplies, equipment, or services are purchased without prior approval from the Grants Office, I understand that the individual placing the order or making the purchase may be held personally liable for the charge. I will not presume that any actions will be approved after the fact.**

**As Project Director/Principal Investigator, my signature below indicates that the information contained on the Proposal Clearance Form and all attachments is true, correct, and to the best of my knowledge.**

**Project Director/Principal Investigator: Date:**

***APPROVALS REQUIRED***

**Department Chairperson: Date:**

**Provost and Vice President for Academic Affairs Date:**

**If Stipends are to be included in the Program/Project Budget, signatures of the**

**Chief Risk Officer and Associate Vice President for Human Resources are required:**

**Controller and Chief Risk Officer Date:**

**Director of Human Resources Date:**

**If Matching Funds are required, or if funding from King’s College are to be included in the Program/Project Budget, the signature of the**

**Executive Vice President for Business & Administrative Affairs & CFO is required:**

**Executive Vice President for Business & Administrative Affairs & CFO: Date:**