



This form should be routed for internal approvals before Lewis & Clark submits a grant proposal to an external sponsor.

Sponsor Proposal Deadline _____
Target Submission Deadline _____

1 Proposal Type: (select only one)		Required Attachments	Other Attachments
<input type="checkbox"/> New <input type="checkbox"/> Pre-Proposal <input type="checkbox"/> Renewal (of expiring award) <input type="checkbox"/> Resubmission <i>Prior Proposal #</i> _____ <input type="checkbox"/> Supplement <i>Current GL #</i> _____	<input type="checkbox"/> Statement of work or proposal narrative <input type="checkbox"/> Budget <input type="checkbox"/> Budget justification <input type="checkbox"/> Sponsor budget form, if different	<input type="checkbox"/> Indirect Cost Waiver Request Form <input type="checkbox"/> Subrecipient Information Form	

2 Proposal Information			
PI/PD First Last Name	Department	School	Proposal ID

Proposal Title			
Sponsor		Sponsor's Program	Prime Recipient (if LC will be a sub)

Funding Type	Project Purpose:	Indirect Cost Recovery Type:	Indirect Cost Rate: %
<input type="checkbox"/> Federal <input type="checkbox"/> State/Local Govt <input type="checkbox"/> Private <input type="checkbox"/> Corporate	<input type="checkbox"/> Award nomination <input type="checkbox"/> Research <input type="checkbox"/> Curricular <input type="checkbox"/> Programmatic <input type="checkbox"/> Other	<input type="checkbox"/> Full <input type="checkbox"/> Sponsor limited <input type="checkbox"/> Waived (approved IDC waiver request attached)	Indirect cost basis: <input type="checkbox"/> MTDC Rate Agreement-On campus <input type="checkbox"/> MTDC Rate Agreement-Off campus <input type="checkbox"/> TDC <input type="checkbox"/> Non-Standard

3 Budget Summary			
Total Direct Costs _____	Indirect Recovery Account(s) _____	Requested Start Date _____	
Indirect Costs _____	Indirect Split (if applicable) _____	Requested End Date _____	
Total Request _____	Cost Share _____		

4 Proposal Summary

5 Institutional Commitments
The proposed project includes the following commitments: <i>Describe specific needs and attach approvals from the appropriate budget manager or departmental representative. Committed cost share must also appear in proposal budget. (*200-character limit, or attach more info.)</i>
Faculty/Staff release time and/or LC Personnel Support (current or new)
Other commitments (renovations, use of LC spaces, events, or special computing needs)

6 Compliance Requirements		Yes	No
Human Subjects	Will the project outlined in this proposal involve human subject research? If yes, what is the status of the IRB review? <input type="checkbox"/> Not Submitted <input type="checkbox"/> Pending <input type="checkbox"/> Approved <div style="display: flex; justify-content: space-between;"> _____ IRB Protocol No _____ _____ Expiration Date _____ </div>	<input type="checkbox"/>	<input type="checkbox"/>
Vertebrate Animals	Will the project outlined in this proposal involve vertebrate animals? If yes, what is the status of the IACUC review? <input type="checkbox"/> Not Submitted <input type="checkbox"/> Pending <input type="checkbox"/> Approved <div style="display: flex; justify-content: space-between;"> _____ IACUC Protocol No _____ _____ Expiration Date _____ </div>	<input type="checkbox"/>	<input type="checkbox"/>
Biological Safety	Will the project outlined in this proposal involve the use of recombinant DNA, synthetic nucleic acids, select agents, toxins or BSL2 biohazardous material? If yes, what is the status of the IBC review? <input type="checkbox"/> Not Submitted <input type="checkbox"/> Pending <input type="checkbox"/> Approved <div style="display: flex; justify-content: space-between;"> _____ IBC Protocol No _____ _____ Expiration Date _____ </div>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous Materials	Will the project outlined in this proposal involve any hazards, including but not limited to the use of hazardous chemicals or the generation of hazardous chemical waste? If yes, your signature below confirms that your lab has a written plan to manage such hazards, and that you will coordinate with all appropriate departments on campus, including, but not limited to, Facilities.	<input type="checkbox"/>	<input type="checkbox"/>
International Activities	Will the project outlined in this proposal involve international activities, such as: a) Collaboration/exchange with international counterparts, overseas <i>or in the U.S.</i> ? b) Shipment of equipment, materials, or data, or the distribution of funds to entities or individuals outside of the U.S.? c) International travel? If yes to any of the above, please explain and list the countries involved.	<input type="checkbox"/>	<input type="checkbox"/>
Data Security	Will the project involve proprietary, privileged, or confidential information or materials, or restrictions on data use or publications? If yes, please describe; including the source:	<input type="checkbox"/>	<input type="checkbox"/>

7 Investigator(s) and Chair(s) Commitments and Approvals			
PI and Co-Is*: By signing below, I certify that the information submitted within the application is true, complete and accurate to the best of my knowledge and that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. I agree to accept responsibility for the scientific conduct and financial management of the project and to provide the required progress reports.			
Chair(s): By signing below, I concur that the project described in the proposal is consistent with the educational and research objectives of the department/program; the department/program will provide the resources as described herein.			
_____	_____	_____	_____
PI	Signature	Date	Department Chair Signature/Date
_____	_____	_____	_____
Co-PI	Signature	Date	Department Chair Signature/Date
*Project Personnel should be limited to LC employees who meet the definition of PI or Co-I in accordance with LC and sponsor requirements.			

8 Institutional Commitments and Approvals		
By signing below, I certify that: <ul style="list-style-type: none"> The project described in the proposal is consistent with the overall objectives of Lewis & Clark College; that I approve of the college resources that will be used for the project; that the professional time allocations described therein are realistic and within Lewis & Clark College guidelines The figures used in the calculation of the proposed budget are appropriate, and the financial information and assurances are correct. The dean of the school represented in the proposal will assume responsibility for costs incurred in excess of the amount awarded by the sponsor The proposal is ready to submit 		
_____	_____	_____
AVP SPARC	Signature	Date
_____	_____	_____
Finance & Administration (Law/GSEC)	Signature	Date
_____	_____	_____
PI Dean	Signature	Date
_____	_____	_____
Assistant Controller	Signature	Date
_____	_____	_____
CFO	Signature	Date