

Please submit form to the [Sponsored Programs Office](#) TWO WEEKS before proposal is due

**SWARTHMORE COLLEGE: GRANT PROPOSAL REVIEW FORM**

Faculty Name(s)/Department(s): \_\_\_\_\_

Project Title: \_\_\_\_\_

Funding Agency/Program Name/#: \_\_\_\_\_ Federal? \_\_\_ NIH?

Proposal Due: \_\_\_\_\_ Amount Requested (approx.): \$ \_\_\_\_\_ Project Start/End Date (est.): \_\_\_\_\_ - \_\_\_\_\_

If the project involves a collaboration or subcontract, please note name of co-PI and contact info for his/her institution's grants office:

As principal investigator(s), I/we accept responsibility for this proposal and certify compliance with grantor and institutional requirements.

PI: \_\_\_\_\_ Date \_\_\_\_\_ Co-PI: \_\_\_\_\_ Date \_\_\_\_\_

**IMPACT ON COLLEGE RESOURCES:**

**Research Compliance**

\_\_\_\_\_ If the project involves \_\_\_ **human subjects research (including surveys)**, \_\_\_ **animals and/or** \_\_\_ **recombinant DNA** have you submitted your proposal for review to the IRB, IACUC and/or IBC, respectively?

Please explain: \_\_\_\_\_

Protocol Code: \_\_\_\_\_ Protocol Title: \_\_\_\_\_

\_\_\_\_\_ Does the funder require compliance approval at the time of proposal submission? If no, by what time frame? \_\_\_\_\_

Approved by: \_\_\_\_\_ Approved by: \_\_\_\_\_  
IRB & Research Compliance (Jena Fioravanti) IACUC (Kendra Ashenfelder)

**Computing**

\_\_\_\_\_ Does the project involve additional computer and/or IT resources? If so, the PI must fill out the questionnaire from Information Technology Services (ITS) on page 2 and submit it to ITS:

Approved by: \_\_\_\_\_  
ITS (Joel Cooper)

**Facilities**

\_\_\_\_\_ Will the project have a noticeable impact on the use of utilities?  
\_\_\_\_\_ Does the project require renovation of existing space or any other construction issues, such as rewiring, temperature control, vibration isolation, blackout, soundproofing, hazardous materials, or emergency power?  
\_\_\_\_\_ Does the project include a reallocation of space?

Approved by: \_\_\_\_\_  
Facilities Management (Andy Feick)

**Payments to individuals**

\_\_\_\_\_ Does the project include payment to any individuals other than Swarthmore students or faculty participating in the grant (such as Swarthmore instructional staff or staff, faculty at other institutions, consultants, or other individuals not currently on Swarthmore's payroll)?

Approved by: \_\_\_\_\_  
Human Resources Staff

**Liability**

\_\_\_\_\_ Does the project include the purchase/lease of an automobile or heavy equipment, i.e. compressors, generators, forklifts?  
\_\_\_\_\_ Does the project include bringing people to campus from the community or other campuses?  
\_\_\_\_\_ Does the project include travel by Swarthmore faculty, staff or students to other countries?  
\_\_\_\_\_ Does the project involve the lease of premises?  
\_\_\_\_\_ Does the project have special insurance requirements?

Approved by: \_\_\_\_\_  
Finance Office

**Matching Funds/Cost-Sharing**

\_\_\_\_\_ Does the project commit the College to providing matching funds, cost-share, or any in-kind support?

If yes, amount of request and source of funds: \_\_\_\_\_

Approved by: \_\_\_\_\_  
Provost's Office (Sarah Willie-LeBreton)

**REVIEWED BY:**

Sponsored Programs \_\_\_\_\_ Date \_\_\_\_\_

Grants Accountant \_\_\_\_\_ Date \_\_\_\_\_

Provost's Office \_\_\_\_\_ Date \_\_\_\_\_

Vice President for Finance and Administration \_\_\_\_\_ Date \_\_\_\_\_

## GRANT PROPOSAL COMPUTING CHECKLIST

- (1) If your proposal will require the use of network/telecommunications, have you verified that you already have the necessary ports in the office or lab where you will be installing the equipment? If you need more ports, or ports in different locations, you should first talk to the Director of Networking and Telecommunications (currently Mark Dumic) about the costs of additional installations.

Not applicable  
 I have made arrangements with Information Technology Services (ITS) already.  
 I have not yet made arrangements with ITS, but will do so before the submission of the proposal.

- (2) If your proposal involves the delivery of audio-visual materials over the network, such as digital sound or movies, or if your proposal involves the publication on College servers of Web materials that may be of substantial popular appeal, have you discussed your plans with the Director of Enterprise Services (currently Glenn Stauffer) to make sure current servers and network bandwidth are able to accommodate your needs?

Not applicable  
 I have made arrangements with ITS already.  
 I have not yet made arrangements with ITS, but will do so before the submission of the proposal.

- (3) If your proposal will require that software packages not currently available on campus be distributed to faculty/staff/students or on public area/classroom computers, have you discussed these plans with ITS?

Not applicable  
 I have made arrangements with ITS already.  
 I have not yet made arrangements with ITS, but will do so before the submission of the proposal.

- (4) New desktop or laptop computer equipment purchased with grant funding is not added to the replacement cycle. If you wish to add equipment to the replacement cycle, you must arrange for the permanent transfer of roughly one quarter of the replacement cost of a standard model computer. For more information, please contact the Business Operations Manager (currently Kelly Fitzpatrick).

Not applicable  
 I acknowledge that computers bought with this grant will not be included on the replacement cycle.  
 I plan to obtain the necessary funds from this grant or another source to include this equipment on the replacement cycle.