



**BUDGET INFORMATION:** CHECK EACH ITEM AS IT APPLIES TO YOUR PROPOSAL AND EXPLAIN WHERE APPROPRIATE.

<b>1. Matching Funds and In-kind Contributions:</b>
<input type="checkbox"/> Required matching funds or Colleges' contribution \$
<input type="checkbox"/> Voluntary matching funds or Colleges' contribution \$
Source of matching funds (requires pre-approval):
<input type="checkbox"/> Required In-kind contributions \$
<input type="checkbox"/> Voluntary in-kind contributions \$
Source of in-kind contributions (requires pre-approval):
<input type="checkbox"/> There are no matching funders or in-kind contributions.

<b>2. Personnel Requirements:</b>
<input type="checkbox"/> Faculty release time is required, as follows:
<input type="checkbox"/> No additional staffing is required for this project.
<input type="checkbox"/> Required assistance can be provided by present department personnel at no increase in departmental wages or salary budget, and without overtime charges.
<input type="checkbox"/> Funds for all personnel participating in the project are included in the proposal budget, including secretarial assistance and student wages.
<input type="checkbox"/> Additional personnel must be hired for this project, as follows:

<b>3. Facilities, Equipment, and Information Technology Requirements:</b>
<input type="checkbox"/> No additional laboratory or office space is required by the project.
<input type="checkbox"/> Present space is inadequate. Additional space will be required, as follows:
<input type="checkbox"/> No equipment is required for this project.
<input type="checkbox"/> All equipment required for this project is currently available in the department or can be borrowed at no cost.
<input type="checkbox"/> Funds for purchase or lease of new equipment or software required are included in the budget.
<input type="checkbox"/> The Colleges will be expected to purchase or lease equipment (see 1. Matching Funds for details).
<input type="checkbox"/> The Colleges will be expected at a future date to replace or update equipment/software (see 5. HWS Commitment for details).
<input type="checkbox"/> <b>Information Technology Services must review the project and budget prior to completing this box to determine any required services or support.</b>
<input type="checkbox"/> Help Desk/Technician <input type="checkbox"/> Network Storage <input type="checkbox"/> Developer (Web, video, etc.) <input type="checkbox"/> Procurement <input type="checkbox"/> Training <input type="checkbox"/> Other:

<b>4. Indirect Cost or Overhead Calculation Used:</b>
<input type="checkbox"/> HWS's federally negotiated rate of 70.0% applied to all salaries and wages, not including fringe benefits.
<input type="checkbox"/> Funding organization restricted rate of _____ %, applied to (base used) :
<input type="checkbox"/> Indirect costs/overhead are not permitted by funding organization.
<input type="checkbox"/> Other, as follows:

5. HWS Commitment beyond Grant Period:	
<input type="checkbox"/>	No continuing commitment is required beyond the grant period.
<input type="checkbox"/>	The Colleges' continuing commitment is required as follows:

**COMPLIANCE REQUIREMENTS**

1. For Applicants seeking government funding:	
<input type="checkbox"/>	I have read the <a href="#">Colleges' Conflict of Interest policy</a> ; I have completed and signed the <a href="#">Conflict of Interest Disclosure Form</a> and it is attached.
<input type="checkbox"/>	In addition to the Applicant, other Investigators or Key Personnel will be involved in this project (names):
<input type="checkbox"/>	I understand that if this proposal is funded, I and all other Key Personnel associated with this project will be required to complete an annual Conflict of Interest Disclosure form.

2. For all Applicants:	
<input type="checkbox"/>	I certify that Time and Effort reports for all individuals associated with this grant will be submitted as required by the institution.
<input type="checkbox"/>	I agree to submit all progress reports as required by the sponsor.
<input type="checkbox"/>	If this proposal includes undergraduate research: I have read and will adhere to HWS policies regarding training for Responsible Conduct of Research. ( <a href="http://www.hws.edu/offices/pdf/responsible_conduct_research11.pdf">http://www.hws.edu/offices/pdf/responsible_conduct_research11.pdf</a> )

**AUTHORIZATION AND CERTIFICATION**

*I hereby certify that the above information is accurate and complete.*

APPLICANT SIGNATURE	DATE

*I hereby certify that I have read the proposal, reviewed the budget, understand and accept the institutional or departmental commitments stated therein, and agree to the proposal's submission.*

DEPARTMENT CHAIR/PROGRAM DIRECTOR SIGNATURE	DATE
IT SERVICES SIGNATURE (JEFFREY WETHERILL)	DATE
HUMAN RESOURCE SIGNATURE (PEGGY FERRAN)	DATE
PROVOST SIGNATURE (PAT MCGUIRE)	Date

## INSTRUCTIONS

Contact the Grants Office to discuss your project.

Complete this form for all proposals submitted to external organizations for support of research, scholarly activities or other projects that can result in a contract, grant, or other agreement with Hobart and William Smith Colleges and its faculty.

Contact the following campus offices that are responsible to provide assistance or support to the funded project. Appropriate internal academic and administrative approval is required.

- Human Resources: For any proposal budget that includes salary, wage or stipend—including students or research assistants.
- Information Technology: For all proposals. IT staff will work with the applicant to determine any services needed.
- Provost's Office: For all proposals. This assures the Colleges' approval and commitment to the project.

Submit completed form, proposal narrative (draft) and budget to the Grants Office. As the Colleges' authorized representatives for most funding agencies, the staff of the Grants Office require the receipt of a completed proposal authorization form prior to submitting any proposal.

**A COMPLETED PROPOSAL AUTHORIZATION FORM, INCLUDING A DRAFT OF THE PROPOSAL, AND ALL REQUIRED SIGNATURES, IS DUE TO THE GRANTS OFFICE NO LATER THAN THREE DAYS PRIOR TO THE APPLICATION DEADLINE.**