

RWU GRANT APPROVAL FORM (GAF) INSTRUCTIONS

The Roger Williams University Grant Approval Form (GAF) ensures the University is in compliance with appropriate policies and procedures for grant applications. It also provides an avenue for Deans, Academic Affairs, and Finance to ensure proposals fit University goals and policies for pursuing external funding through grants. **This form has been revised so please ensure you are using the form with “Form Revised 2014” at the bottom of the page.** Please contact OSP staff if you have any questions or need assistance. The form should be completed and submitted to Office of Sponsored Programs ***10 business days before the deadline***. The final draft of the grant should be submitted 5 business days before the deadline. This ensures sufficient time to review and obtain the signatures from the Provost and Finance Offices. This also provides time to make any adjustments, if needed.

The GAF must also be completed if you are submitting a pre-proposal or letter of intent if it includes a budget, and if you are going to be a sub-grantee to a PI at another institution or organization.

SECTION 1

Principal Investigator(s): These are the principal people at RWU overseeing the project. Even if another institution is the lead partner, this section identifies the name(s) of the RWU lead(s).

Sponsor: Enter the agency, foundation, or other party offering the grant opportunity (e.g. U.S. Dept. of Education). For federal or state proposals, please include the funding opportunity number (e.g. CFDA #, RFA #) if available.

Sponsor Program: Enter the competition name or sub-agency (e.g. FIPSE Comprehensive)

Sponsor Deadline: The date by which the proposal must be submitted or received. (For your own timing, be sure you know the time of day, method of submission (via mail or electronically), and whether the time deadline refers to the time it must be received by the agency or the time it must be postmarked—that varies among grant competitions). If it is to be mailed, note the number of copies that must be sent.

Proposal Type: Select the correct category(ies).

Project Title: Insert the title of your proposal or project.

Project Period: Note the length of the project period (e.g. 3 years), as well as the start and end dates.

SECTION 2

Budget Data

Direct Costs: Direct costs are the amount of funds to be used to carry out the program or project. Enter the total from your budget sheet (to be submitted with the GAF) for the direct costs, which include salary, fringe, travel, equipment, participant costs (if any), and “Other

Expenses” (such as material and supplies, publication costs, sub-contracts, etc.) Staff at the RWU Office of Sponsored Programs (OSP) can help with building a budget and calculating fringe benefits. The GAF table provides space for the annual amounts for up to five years for: 1) costs that will be covered by the funding agency, and 2) any costs (if necessary) that will be requested as a University Commitment. University Commitments (sometimes called cost-share or match) may include cash, in-kind services or salary and third party cash or in-kind contributions that are not supported by the funding agency. See the section below on Source of University Commitments for more information. All university commitments must be approved prior to proposal submission and are only offered when the funder requires it.

Indirect costs refer to the federally negotiated rate that reimburses university costs associated with the facilities, utilities, services, and other elements provided by the university that are of use in carrying out federally-funded projects. RWU’s indirect rate is applied only to salary and wages (not fringe or other categories). This may change each year, so please check with OSP for the rate. Indirect should also be included for budgets where RWU is to be a sub-grantee of another party on a federal or state grant, unless explicitly limited by the RFP. *[Note: While foundation grants often do not include indirect costs, some of these expenses can be built into the budget.]*

Purpose of Funding: circle the appropriate category(ies)

Faculty Release Time Detail: Indicate the amount, if any, of release time, name of the faculty member, and semester(s) requested.

Source of University Commitments: Some grant opportunities require a cost-share or matching funds. We do not offer cost share unless it is required, so this section is completed only if the funder specifies it. Space is provided to indicate personnel time that is being assigned as in-kind cost share, as well as other categories of match (including other grants, departmental budgets, etc.) OSP can assist with filling this out and designating the fringe benefit amounts (which vary if it is during the academic year or the summer for faculty or students). *You must obtain the signature (or provide an email) from the Dean or department representative authorized to approve each budget expenditure being allocated toward the match.* Most federal grants requiring matching funds stipulate that they cannot come from other federal sources.

SECTION 3

Special Considerations: This section ensures the University knows about any space, cost, and other implications that the proposed project might create. This section is also to provide advance notice of potential hiring, training or intellectual property implications. Please check yes or no for each item, and provide an explanation for any items which were checked “yes.”

Compliance Information: Human or Animal Subjects: In order to ensure University compliance with federal and other requirements, please check off the appropriate category of approved, pending, exempt or not applicable for both the human and animal subjects lines and indicate whether approval has been obtained or will be submitted to the appropriate review board on campus. Since approval is required by law before a project begins, be sure

to notify the RWU Institutional Animal Care and Use Committee (IUCUC) and/or the RWU Human Subjects Review Board (HSRB) to have sufficient time for them to review the project. If you already have approval for the proposed project, indicate the approved protocol number. You also need to indicate that you have signed a *conflict of interest* form or that it is pending. A conflict of interest form must be signed for each grant before accessing grant funds. One form can cover multiple grants, but each new grant must have been listed on a signed COI form. This form is available on the Grant Resources website, and is to include the name of the grant and funder, and to be signed by each project director and their dean.

PI Signature: Sign to record that you are not debarred from dealing with the federal government and that you are responsible for compliance.

Dean's Signature: After you complete the rest of the form and attach the abstract and budget, you should obtain the dean's signature and bring the form to the Office of Sponsored Programs. We will guide the form through the rest of the approval process.

Project Abstract and Budget: Insert or attach a short abstract and a budget with an explanation of expenses (identifying equipment, if any; the formula for calculating salaries and fringe; details on travel, etc.). Please send an excel file with the budget to OSP before completing the GAF. We can assist with building a budget and check that all costs reflect the latest rates for fringe, indirect costs, etc.