

Salem State University
Office of Academic Affairs
Office of Sponsored Programs and Research Administration
Grant Proposal Preliminary Information Form

Instructions and process for grant proposal development, submission and implementation

Grant Proposal Preliminary Information Form Stage:

After discussion with **The Office of Sponsored Programs and Research Administration**, PI completes "Grant Proposal Preliminary Information" form and has dialogue with Director/Dean.

Director/Dean approves form and gives authorization to submit to Provost for final approval.

PI returns signed form to Office of Sponsored Programs and Research Administration for presentation to Provost for approval before submission.

Proposal Stage:

PI works with Office of Sponsored Programs and Research Administration to develop proposal, budget and supplemental materials. All materials should be **completed 2 weeks before deadline (5 days at a minimum)**.

PI transmits final proposal package to Office of Sponsored Programs and Research Administration **at least five (5) business days before deadline.***

Office of Sponsored Programs and Research Administration obtains signed approval of President or Financial Officer (if required).

Office of Sponsored Programs and Research Administration submits proposal to funding source.

Pre-Award Stage:

Funding source notifies Office of Sponsored Programs and Research Administration/PI that funding has been approved.

Office of Sponsored Programs and Research Administration notifies Director/Dean, Provost and Financial Services/Grant Accountant of approval and facilitates PI communication with relevant budget office contacts.

Post-Award Stage:

Office of Sponsored Programs and Research Administration, PI and Grants Accountant discuss implementation and develop a plan for submitting required funding source reports.

**** The Office of Sponsored Programs and Research Administration cannot ensure successful submission of grant proposals if materials are received less than five (5) business days prior to deadline date.***

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This form is intended to assist individuals in summarizing ideas and concepts developed for use as potential grant proposals. If you intend to pursue external funding for a project and you have (1) fully developed the concept, (2) informed the Office of Sponsored Programs and Research Administration of your intentions and (3) identified potential funding sources, please fill out this form and submit it to your Area Head/Dean prior to committing university resources to the project. Area Head/Dean signature signifies endorsement of the project idea, commitment of resources, and consent to proceed to full proposal stage.

A signed form must be submitted to the Office of Sponsored Programs and Research Administration at least five (5) business days prior to proposal due date and will then be presented to the Provost for approval before submission.

Date:

Type of Grant Requested (check all that apply):

Faculty Research/Scholarship

Undergraduate/Graduate/Research/Scholarship

Teacher Education

Student Involvement

Community Development Program

Other Program Support

Grant Proposal Writer(s) or
Principal Investigator(s):

Proposal
Deadline*:

All Other Collaborators Contributing
Content (internal or external):

Name of Grant Funding
Source and Program Title:

Will Research Include Human Subjects? Yes No

Will Research Include Animal Subjects? Yes No

Proposed Project Title:

Category of Funding Source:

Federal

Private/Foundation

State

Estimated Total Amount of Grant Funding Request:

Portion to be Requested for Salem State
University (if different):

Is the University required to provide matching funds?

Yes

No

Will the University be providing matching funds?

Yes

No

(Cash/in kind; faculty/staff time; and/or course release):

Yes

No

If yes, please describe the type of
match, estimated value and source
of Salem State University funding
for the match?

Project will occur during:

Academic Year

Summer

Both

Principal Investigator/Faculty to be compensated by:

Course Release(s)

Other Compensation

Detail:

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Is this project interdisciplinary or a partnership/collaboration? Yes No

If yes, what partners and/or departments will be involved? Please include external partners.

Please check any of the following components that may be included in this project:

- Website or Use of Technology Resources
- Meeting or Event Space (Any use of Salem State University facilities)
- Course Offerings or Use of Classroom Space for Workshops, Seminar, etc.
- Hiring of Employees or Consultants
- Institutional Review Board (IRB) Approval

If you checked any above, have you consulted with the person(s) who will be involved in providing these services? Yes No

Brief Summary of Project:

If this is a "Program Support" proposal, please explain how the outcomes of the project will align with the goals and objectives of the Salem State University Strategic Plan:

Confirmation of review by SPRA:

Sponsored Programs and Research Administrator Signature Date

*** Area Head/Dean Endorsement(s):**

Area Head/Dean Signature Area Head/Second Dean (if applicable)

*** Authorization for Submission:**

Provost/Academic Vice President Signature Date

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