THE COLLEGE of IDAHO

125 Years of Excellence

All grants require institutional review/ approvals before submission.

❑ Proposal Authorization
❑ Short Form

The College of Idaho Grant Proposal Authorization Form – Short Form serves in two capacities. Many grant or fellowship applications may be approved using the "Short Form": additional details on the reverse. For larger projects, the Authorization Form should be prepared ~1-3 months before the final proposal is due; final approval requires the Grant Proposal Submission Form with approval signatures. **Check one above:** *Proposal Authorization -or- Short Form*

Name of applicant _____   Date funds needed _____

Project title_____

Mark & fill in all that apply: Grant writing stipend _____ (yr)

❑ Sabbatical support	❑ Individual research ❑ ALOA
❑ Department/ Program _____	❑ Institutional programs _____
❑ Renovations (room #) _____	❑ Course release (attach plan)
❑ Total project cost _____	❑ Indirect $ or % _____
❑ C of I matching funds _____	❑ Total grant request _____
❑ Pre-proposal (type) _____	❑ Sub-award (prime is not C of I)

❑ Other comments or explanation continue on reverse:

Potential funding sources _____

How will partial funding impact this project/program? _____

Required attachments (1-2 pages):

☐ **BUDGET**   *– detailed project budget, with matching or institutional contributions listed (explain on reverse).*

☐ **PROJECT SUMMARY**   *– describe the project's RATIONALE, GOALS, ACTIVITIES and BENEFITS to the College in language understandable to an educated lay audience.*

I will abide by research policies established by The College of Idaho, the federal government, or other funding agencies and I will abide by College policies for training in the responsible conduct of research (RCR). If the "short form" box is checked above, I also certify that the proposed research does not entail any conflict of interest as defined in College policies, nor does it involve human subjects, vertebrate animals, biohazards, radioactive materials, recombinant DNA, or environmental compliance.

_____

Project Director/ PI   (signature)   Date

The following signatures indicate the above project/ proposal has the administrative approval and support of the College.

_____

Director of Foundations and Corporate Relations (or Director of Development)   Date

_____

Dean / VPAA   Date

Submit this completed and signed form with attachments to:

Dr. Regina Maldve, Director of Foundations and Corporate Relations
(208) 459-5249 | rmaldve@collegeofidaho.edu

Q: *Which way should I use this form? (1) As prelude to the more comprehensive Grant Proposal Submission Form, or (2) As direct approval of a grant application via the Short Form?*

A: Many pre-proposals (without budget) or sub-awards (where C of I is not the prime awardee) can use the "short form." If a grant application meets the criteria specified below usually it can be processed using the "short form." If the grant does not meet those criteria, it requires the full approval process.

All grants must be processed by one of these alternative processes, and in no case should faculty submit grants without any institutional review/ approvals.

To qualify for the Short Form, your proposed grant-supported activity must meet the following requirements:

- Be consistent with College policies regarding research, scholarship, and creative activity, including certifications and IRB approvals (requires Faculty signature / assurance)
- Not include indirect costs
- Not conflict with other fundraising efforts by the College (subject to CFR approval)
- Be appropriate for the faculty person/ staff member (subject to VPAA/ other VP approval)

In most cases, grants submitted using the Short Form also must
- Be less than $15,000 total[1]
- Be issued as payment directly to the faculty member (e.g., sabbatical or travel funds)
- Not involve matching funds or other commitments on the part of the College
- Not involve routing money through College business accounts[2]

If the above conditions apply, you may submit a grant using this "short form" that requires approval by the VPAA or Dean, plus a staff signature (Director of Foundations and Corporate Relations) indicating that the Office of Development is aware of these efforts. Copies of such grants will be kept on file by the College grants office.

Use this space for additional comments or information relevant to any of the items on the reverse (salary support, release time, budgets, impacts on facilities, staffing or other resources):

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[1] Subject to VPAA pre-approval, higher amounts are permitted for certain fellowships (e.g., NEH, APA, Fulbright, ACLS…)

[2] Subject to VPAA pre-approval, payments through College accounts may be permitted in exceptional cases.