



*The College of Idaho Grant Proposal Submission Form (SF) is the routing and signatures document required to submit any complete proposal for external funding. The SF also helps the Grants Office keep accurate records on grant applications, track compliance with federal regulations, avoid duplicate submissions, and anticipate specific needs (matching funds, space, etc.) should your proposal be funded. The SF with attachments must be presented for approval signatures >5 business days BEFORE the agency's final submission deadline. Additional information is available in Grant Proposal Guidelines and Procedures.*

Applicant/ PI \_\_\_\_\_ Date \_\_\_\_\_

- ☐ Department/ Program \_\_\_\_\_ ☐ Individual research ☐ Institutional
- ☐ Other (explain) \_\_\_\_\_
- ☐ Collaboration (list) \_\_\_\_\_

Project title \_\_\_\_\_

PI contact information email \_\_\_\_\_ phone \_\_\_\_\_

**Budget:**

Grant Request \$ \_\_\_\_\_

Indirect costs \$ \_\_\_\_\_

Matching funds \$ \_\_\_\_\_

Total project cost \$ \_\_\_\_\_

**Submission:**

Deadline date \_\_\_\_\_

Notification date \_\_\_\_\_

Start /end dates \_\_\_\_\_

- ☐ New ☐ Renewal ☐ Resubmission / original date \_\_\_\_\_

Funding Agency \_\_\_\_\_

- ☐ Federal ☐ State ☐ Corporation ☐ Foundation ☐ Other \_\_\_\_\_

Program \_\_\_\_\_ CFDA# \_\_\_\_\_

**Required attachments:**

- ☐ PROJECT SUMMARY (~one page) —in language understandable to an educated lay audience, briefly describe the project's *RATIONALE, GOALS and ACTIVITIES*.
- ☐ COMPLETED GRANT PROPOSAL
- ☐ DETAILED FINAL BUDGET

***Certifications<sup>1</sup>:***

Do you have or does a member of your family have significant financial interest in any company or organization related to either the research proposed in this application, or related to your institutional responsibilities?

☐ No, I / we do not      ☐ Yes, I / we do, as explained in the attached statement

Does the proposed research involve human subjects?

☐ No, it does not      ☐ Yes, it does, as explained in the attached statement

Does the proposed research involve vertebrate animals?

☐ No, it does not      ☐ Yes, it does, as explained in the attached statement

Does the proposed research involve biohazards, radioactive materials, or rDNA?

☐ No, it does not      ☐ Yes, it does, as explained in the attached statement

Does the proposed research require environmental regulation or compliance?

☐ No, it does not      ☐ Yes, it does, as explained in the attached statement

Does the proposed research require training in the responsible conduct of research (RCR)?

☐ No, it does not      ☐ Yes, it does, as explained in the attached statement

*I understand and 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).*

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PI/ Project Director

Date

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

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Department or Program Chair

Date

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Dean / VPAA

Date

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Chief Financial Officer

Date

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President, The College of Idaho

(required for institutional grants)

Date

*Keep a copy of this completed and signed form for your files. Send the original signed form with printed or electronic copies of all attachments to:*

Tim Otter

Director of Foundations and Corporate Relations  
(208) 459-5918 | [grants@collegeofidaho.edu](mailto:grants@collegeofidaho.edu)

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<sup>1</sup> Certifications and supporting explanations must address all relevant policies and guidelines established by The College of Idaho, the federal government, or other funding agencies. Signature of the PI or Applicant indicates familiarity with such policies and willingness to abide by them.