

**Baruch College, City University of New York**  
**Internal Approval Cover Sheet for Grant Proposals—See Page 2 for Instructions**

**Faculty Member(s)/PI(s) (please print)**

**Department(s)/Program(s)**

**Project Title**

**Proposed Fiscal Agent**

**Submission deadline**

**Funder**

**Project Period**

**Total Direct Costs Requested**

**Total Indirect Costs Requested**

**College Cost Share**

**Total Project Budget**

Does this proposal include a request for any of the following (specify page # which contains request):

Space:	<input type="checkbox"/> Will be accommodated within current space	<u>Page # in Proposal</u>
	<input type="checkbox"/> Additional space requirements: <input type="checkbox"/> Laboratory <input type="checkbox"/> Office	_____
<input type="checkbox"/> Renovation	<input type="checkbox"/> Electrical wiring	<input type="checkbox"/> Telephones/Computer Networking
		_____
<input type="checkbox"/> Cost sharing/matching funds (inc. less than full recoveries of indirect costs or released time)		_____
<input type="checkbox"/> Institutionalization (i.e., the College eventually assumes project costs)		_____
<input type="checkbox"/> Released time:	Name	Semester
		# of Course Reductions

What is the allowable indirect cost rate?

Check if this project includes human subjects     If yes, date of IRB approval \_\_\_\_\_

**Endorsements and Signatures:**

As the project director and/or faculty participant, I affirm that I will fulfill the requirements of any grant or contract received as a result of this application.

\_\_\_\_\_  
**Faculty Participant/Project Director (1)/Date**

\_\_\_\_\_  
**Faculty Participant/Project Director (2)/Date**

*By their signatures below the Department Chair and/or the Dean as appropriate affirms that the cost-sharing components incorporated in the proposed project budget reflect an accurate and acceptable contribution to the project, and the Department or School will provide, or arrange to provide, documentation which will meet the needs of the sponsor's auditors for cost sharing commitments.*

\_\_\_\_\_  
**Signature of Department Chair (1)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of School Dean (2)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**SPAR Director or VP of OCA/Date (3)**

\_\_\_\_\_  
**Vice President of Student Development/Date (4) \*for student life proposals only\***

\_\_\_\_\_  
**Provost/Date (5) \*for curriculum grants especially\***

## Instructions for Completing the Baruch College Data Sheet for Grant Proposals

All proposals to external funding sources as well as to all competitive CUNY-wide grant programs must be submitted for processing either to the Office of Sponsored Programs & Research (SPAR) or to the Office of College Advancement (OCA). A completed Approval form, a proposal abstract, an approved budget and a completed CUNY-2 form should accompany the proposal. In the case of PSC-CUNY awards, only a signed PSC-CUNY application form needs to be submitted to SPAR.

For all applications *other than* PSC-CUNY, the following internal procedures and deadlines have been established:

**1. At least two months in advance of the sponsor deadline, schedule a meeting to discuss the project, budget, and other resource issues with the liaison in your School.**

Current Liaisons are:

- Zicklin School of Business: Michael Palley (Computer Information Sciences)
- Weissman School of Arts and Sciences: Peter Orland (Natural Sciences)
- School of Public Affairs: Shoshanna Sofaer

Faculty and staff who are not in one of the schools should contact their immediate supervisor and SPAR. SPAR is available to assist with budget development and will review appropriateness of an approach to a particular funding source. For proposals involving more than one School at Baruch College, collaborating institutions, or community groups, additional time may be required to define scope of work and budget details. Faculty in the Weissman School of Arts and Sciences should refer to WSAS website at <http://www.baruch.cuny.edu/wsas/grants/grantin.html>. *(Please note: Academic proposals require approval by the Provost. Student Life proposals require approval by the Vice President for Student Development.)*

**2. Proposals to private foundations and corporate sponsors will be handled on a case by case basis. No proposals, pre-proposals or letters of intent may be submitted to private or corporate sponsors without the clearance of SPAR.**

**3. The applicant should complete the Approval sheet, sign it, and obtain required signatures. These signatures verify that pertinent issues have been discussed and that project content, including provisions for release time, cost sharing, and other programmatic issues are authorized for submission.** The Deans request that all proposals be submitted to the Liaisons at least **two weeks** prior to sponsor deadlines. If you have reason to believe you may miss this deadline, contact your Liaison and SPAR immediately. In certain instances, a draft proposal may be circulated for approval.

**4. If required, SPAR will transmit proposals to the Provost's Office and Student Development for review and approval. SPAR will also review and will facilitate obtaining additional approvals if necessary. Revisions in the project and related budget may be necessary.**

### Use of Human Subjects

As required by the City University, and in some cases funding sources, Baruch College maintains a Committee for the Protection of Human Subjects. A memorandum has been distributed to the college community regarding this policy and the process involved in obtaining approval to use human subjects in any project, **sponsored or unsponsored**. If you are planning to use human subjects **in any way**, please contact SPAR for additional information or application forms.

### Transmitting of Proposals

SPAR will complete photocopying and mailing of completed proposals, which follow the above procedures and meet the internal deadlines.