

The College of Staten Island Pre-Proposal Checklist for Grant Applications

Please submit two copies of this form, accompanied by a brief description (not to exceed one page) of your grant proposal and a draft estimated budget, to the Office of Sponsored Programs and Research at least two weeks prior to the proposed mailing date or at the earliest time you think you are going to submit a grant proposal. At the same time, submit one copy to your chair. Chairs are asked to respond with any questions or comments within 48 hours.

The Sponsored Programs and Research Office will not sign off on or submit any proposal without this form on file.

Principal Investigator: _____	
Project Title: _____	
Agency: _____ Program name, RFP or website identifying guidelines: _____	
Deadline: _____ For Receipt <input type="checkbox"/> OR Postmark <input type="checkbox"/>	

Project Period: from _____ to _____ New **OR** Continuation

Is this proposal part of a CUNY-wide project? If yes, who is the lead institution _____
 Is this a collaborative with another institution? If yes, what institution and who is the lead? _____

Approximate Budget Requested:

First year's direct costs \$ _____ First year's indirect costs \$ _____
 Total direct costs for entire grant period \$ _____ Total indirect costs \$ _____

If your proposal involves any of the following, please check. For each checked item, attach a description.

Commitment of additional space, equipment, or facilities of any kind, including computers		
Cost sharing or matching of any kind		Other-than-ordinary use of library
Reassigned time funded in the budget		Reassigned time not funded in the budget
(Note: If reassigned time is requested, you must discuss with your chairperson so arrangements can be made)		
Tuition reduction or waiver		Future assumption of any costs by the college
Subcontract with another institution (if so, please list contact person at other institution)		Occasional use of special facilities of any kind at any time
Animals of any kind (list type(s) / kind(s))		

Will you use the vivarium (animal facility)?	YES/NO	Will you use the imaging facility?	YES/NO
If YES, have you allocated the yearly user fee(s) in your budget?	YES	NO	N/A – Will not use either
Have you included a fee for publication costs?	YES	NO	NA – Will not publish

If your proposal involves any of the following, please check and give the date of approval by the appropriate college committee. If approval has not yet been obtained, please write "pending" in the space. Any activity conducted without having first obtained proper approval(s) may result in the withholding and/or non-access (use) to funds. **NOTE:** 1) Any activity involving the use of animals must be reviewed by the CSI Human & Animal Research Protection Program Office (HARPPPO) to determine whether the activity requires IACUC oversight. 2) Any activity that may require Institutional Review Board (IRB) or Human Research Protection Program (HRPP) oversight must be submitted to the HARPPPO for a determination. Refer to [When is CUNY HRPP or IRB Review Required?](#) for guidance.

	Approval date		Approval date
Potentially Hazardous Materials		Radiation	
Recombinant DNA		Humans and/or data	
		Animals	

Are you requesting the maximum indirect cost? Yes Rate _____ No
If no, please refer to the second page of this form and indicate which category of waiver you are requesting. If other than the categories listed, you must provide a detailed justification. Your request will be reviewed by a faculty committee and a decision may take several days to a week.

Check here if you have completed the CUNY RCR applicable module.

As you probably know, the College is required to make certain certifications to granting agencies. We need, therefore, to have you certify, by signing below, that you are not debarred or suspended from doing business with the Federal Government, are in compliance with the policy for a drug-free workplace, and will comply with all other relevant policies and procedures including conflict of interest, nepotism, and multiple positions.

Approval to submit this grant proposal is hereby requested. I have provided a copy of this form to my chairperson on _____ (give the date).

Name of PI: _____ Phone: _____ Fax: _____

Signature of PI: _____ Signature of Chair: _____

Approved by: _____ Date: _____

Divisional Dean : Sci/Tech - Hum/Soc Sci - Business - Health Sci - Education

Guidelines for Waiving or Reducing Indirect Costs

The current indirect cost rate for the College of Staten Island, negotiated with the Department of Health and Human Services (DHHS), is 72% of salaries and wages, including fringe benefits. If your proposal is requesting a lower indirect cost rate, please check the category below that applies:

state, local, or private sponsor that has a written policy limiting the indirect cost rate that can be charged to their grant projects;

federal program (such as Title III, or certain training and equipment programs) which prohibits indirect costs;

training or curriculum development grant which limits indirect costs to 8%;

grant being transferred to CSI from another institution where the rate was lower;

collaborative/consortium grants where the other institution has a lower rate and it seems wise to use one rate for both partners; (please explain)

cost sharing is required and there is no other way to meet the requirement. (please justify)

If your request to waive indirect costs does not fit one of the above categories, then the Provost and Dean will assemble a faculty committee to review your request for reduced indirect costs. This faculty committee will consider, among other things: if charging the full indirect costs would severely hamper the PI's ability to conduct the project within the maximum allowable grant; if reducing the indirect costs would set a precedent with the sponsor; if reducing the indirect costs for a particular project would raise issues for other faculty. Faculty requesting waiver of indirect costs must be aware that this procedure may add several days to a week to the time necessary for approval of a grant application.

If your request for a waiver or reduction of indirect costs is approved, the proposal budget should still show the college's negotiated indirect cost rate, but indicate that a lower amount is being accepted for this project only. The difference between full indirect costs at the negotiated rate and the amount being requested should be shown as a college contribution to the project

Off-campus Projects:

The off-campus indirect cost rate, which is 26%, is allowable only in the following circumstances:

- The project is conducted at a facility which is not owned or operated by the University, and
- All project personnel are located at that facility for at least 50% of their grant supported effort for a continuous period of no less than six months.

When projects are located off-campus and the off-campus rate is used, rent should be included as a direct cost in the grant budget.

Revised 4/2018

Policy & revised form approved at meeting of the Chairs 9/18/03.