

Checklist for Submitting a Grant Proposal

This form must be completed for pre-application planning purposes and to obtain preliminary approval of the proposal concept from the Department Chair and Provost. Please indicate "yes or no" and provide additional information as indicated whenever the response is "yes." If more space is needed for explanations, please attach additional pages.

Date: _____

Principal Investigator: _____ **Department:** _____

Focus of Grant Activity (research, curriculum, equipment, training, conference, public service)

Descriptive Title of Project: _____

Project Description: *Briefly describe the project for which you are interested in seeking grant funding, including its goals, objectives, and methodology. Refer to any prior, related projects or funding. Attach additional sheets, if necessary.*

Are you requesting Sabbatical Leave or Unpaid Leave to carry out this project?

Resources Needed for Project: *If this project requires institutional support in the form of released time other than sabbatical, matching funds, etc. please indicate here and describe.*

Matching Funds If matching funds are required, a budget must be attached to this form and submitted to the Provost and CFO. Allow ample time (minimum of three weeks) for administrative approval of matching funds. If matching requirements will be met through external funding, letters of commitment must accompany this form.

Faculty Release Time Is release time requested as part of this application? List faculty members to be released from teaching, the courses that have to be reassigned, and semester involved below. Include cost of replacement in the budget

New Personnel: Will this application commit the College to new personnel or staff time? The budget must provide all salary and benefits for new staff. Salaries for new personnel need to adhere to the Human Resource guidelines. List position(s) and base salary/wages to be paid below.

Equipment/ Supplies: Is equipment and maintenance required for this project? Where will equipment be housed? What funding exists for its maintenance, and/or renovations of facilities to accommodate the equipment? Are there any costly expendable supplies required? If so, indicate below.

Computer Services: Are hardware, software, and computing time necessary for this project? The compatibility of new hardware and software and the possibility of technical support need to be discussed with the Executive Director of Information Technology before the proposal is submitted.

Library Services: Does the project require extensive access to interlibrary loan, to fee-based services, or to specialized audio-visual resources? Identify those and their costs.

Space: Will the project require any alterations of existing space or new facilities? The feasibility, scheduling, and cost estimates for alterations must be discussed with your supervisor in consultation with the Facilities Director and approval obtained from the Provost and CFO. An explanation of space must accompany this form in order to obtain preliminary approval.

Utilities: Does this project entail any power, heating, venting, or air conditioning requirements? The feasibility of alterations and cost estimates need to be discussed with the Director of Physical Plant before the proposal is submitted.

Human Subjects: Will the project require the use of human subjects? All human subject research must follow the standard regulatory compliance guidelines and must be approved by the Institutional Research Board (IRB) before the proposal can be submitted to a funding agency.

Laboratory Animals: Will the project require the use of laboratory animals? The use of vertebrate animals must comply with Hartwick's Statement Concerning the Care and Use of Animal Subjects and is subject to approval by Hartwick's Institutional Animal Care and Use Committee.

Hazardous Materials: Will the project require the use of hazardous materials or require their proper disposal?

Intellectual Property: Is it likely that a patentable invention (e.g. marketable product) or copywritten material (e.g. software) of commercial value will result from this project? An agreement will need to be signed by the project director and a College representative upon execution of the award.

Collaboration/ Subcontract Agreement: Does this project require a COLLABORATIVE OR SUBCONTRACT AGREEMENT with another institution? Attach a letter of commitment from each institution signed by the authorized organizational official and total budget amount for each institution.

Involvement of Student Assistant(s): Will student research assistants be hired as part of this project?

OTHER: Explain if your project has any special needs or commitments from the College (e.g. consultant, housing, classroom or office space, etc.)

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Budget: Include information in the main budget categories and describe and resources that have been committed to the project. Consider carefully what you will need to carry out the project, and try to be as complete as possible.

..... Personnel	\$
..... Equipment	\$
..... Travel	\$
..... Supplies/ Materials	\$
TOTAL:	\$

Potential Funding Sources:

Sign-Off: All grants and projects seeking external funding require the prior approval of the department chair and the Chief Academic Officer. This form can be circulated electronically.

Department Chair

..... Name	
..... Signature	Date

Michael Tannenbaum, Ph.D., Provost and Vice President for Academic Affairs

Signature	Date
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Conflict of Interest Policy

Hartwick College's Board of Trustees, faculty, and staff accept responsibility for conducting the affairs of the College consistent with our objectives to provide the best possible educational experience for Hartwick's students, to provide the proper environment for Hartwick's faculty to teach, and to maintain the College on a sound financial footing.

The College respects the right of its trustees, officers, faculty and staff members to engage in outside business, financial, service, and/or other activities, recognizing that conflicts of interest do arise from time to time, and that these conflicts:

- May result from the individual's relationships with outside organizations, persons, or causes reflecting the person's prominence, reputation, and influence, and
- Need not be harmful, and, indeed may be favorable, to the College's interests, as long as they are disclosed and understood in Hartwick's decision-making processes.

A **conflict of interest** may exist when the interests or concerns of any trustee, officer, faculty or staff member, or the individual's relatives^[1] or associates^[2], may be seen as competing with the interests or concerns of the College. Such conflicts exist when the individual has a relationship, whether economic or otherwise as an owner, investor, officer, director, trustee, partner, employee, consultant, or when the individual receives compensation (direct or indirect, monetary or non-monetary) with or from any person, firm, corporation, or organization that provides (or receives) funds, goods, services, or required approvals to (or from) Hartwick, or which proposes to do so, or with which Hartwick has active and ongoing affiliations. Such affiliations might include (but would not be limited to) restricted or unrestricted donations or grants to Hartwick, contracts, consulting, investments, or landlord-tenant arrangements.

Such real or apparent conflicts are not considered detrimental to Hartwick if:

1. They are fully disclosed to the appropriate designated senior staff member or the Audit and Compliance Committee of the Board;
2. Their nature is known and understood by the employee's immediate supervisor and the appropriate senior staff member for faculty and staff employees, and the Board of Trustees for senior staff members, the President, and Board members;
3. Disclosure is made at the earliest practicable time;
4. The commitment of time to these activities does not interfere with the trustee's or employee's duties;
5. The trustee or employee refrains from participating in College matters related to such activities; and
6. The trustee or employee always acts to foster the objectives stated in the first paragraph of this policy statement.

The Board of Trustees must approve all substantial, potential conflicting activities of the President and senior staff members; the appropriate senior staff members must approve all substantial, potential conflicting activities of faculty and staff members. When there is doubt as to whether a conflict of interest exists, the matter shall be resolved by the College Cabinet for faculty and staff employees, and by a vote of the Audit and Compliance Committee for senior staff members, the President, and Trustees.

A copy of this conflict of interest statement shall be provided to each Trustee, officer, senior staff member, faculty and staff employee who is currently serving the College. This policy shall be reviewed annually for the information and guidance of Trustees, officers, senior staff members, faculty and staff employees; and every new Trustee, officer, or employee shall be advised of this policy upon joining the Hartwick community.

Adopted by the Hartwick College Board of Trustees: February 20, 2004

Related documents: Disclosure Form