



SAINT VINCENT COLLEGE

Office of Foundation and Government Grantseeking (FGG)

GRANT PROPOSAL CLEARANCE FORM

Faculty members and administrators are encouraged to assist Saint Vincent College in seeking external funds for research, instructional improvement, and program development. The Grant Proposal Clearance Form is the first step in the grantseeking process and ensures that all proposed projects have been reviewed and approved by the appropriate College administrators. An electronic copy of this form, along with other grantseeking resources, is available from the Foundation and Government Grantseeking (FGG) web site at http://www.stvincent.edu/fgg2/office_of_foundation_and_government_grantseeking.

Project Title:

Project Director (PD)/Department:

PD's Phone Extension E-mail Address:

Has the PD identified a specific funding source for this project? Yes No

If Yes, Name of Prospective Funding Source(s): Proposal Due Date(s): (m/d/yyyy)
(Please attach a copy of the grant program guidelines.)

Type of Funding Needed: One-time Continuing over years Ongoing

Project Period: (m/d/yyyy) - (m/d/yyyy) **Total Project Cost:**

Total Grant Funds Needed: **Cost-Share/Matching Funds Required:**

Time Commitment for Project Director: (indicate amount of time and years when support is needed)

Summer Support: **Academic Year Support:**

The proposed project is within the total program and academic objectives of the department.	_____	_____
	Department Chair or Department Head	Date
The proposed project is within the total program and academic objectives of the School and will provide benefits to Saint Vincent College, its faculty, and/or students. Adequate space is available or planned for the conduct of the project. The professional time allocations described within are realistic and within College guidelines. The School has the resources to sustain the project at the conclusion of the grant-funded period, if applicable.	_____	_____
	School Dean or Vice President	Date
The proposed project is consistent with the overall objectives of the College and all institutional concerns are resolved.	_____	_____
	Vice President, Academic Affairs	Date
The proposed project is suitable for fundraising support and the commitment of Institutional Advancement resources.	_____	_____
	Vice President, Institutional Advancement	Date

PROJECT ABSTRACT

Please prepare a project abstract or concept paper (1 to 2 pages) describing your proposed project. The project abstract should address the following questions.

1. What is the purpose of the proposed project? Define the problem, question, or issue that your project will address. What would you like to see accomplished with this project?
2. Why is this project needed? How will it contribute to your academic discipline, what gaps in knowledge is it intended to fill, or how will the project contribute to your teaching?
3. What are the goals and objectives for the project? Describe the overall project goal(s). Identify specific, measurable objectives for the project. Objectives should relate directly to the identified need(s) for the project.
4. What are the major components of the project? Describe the general approach to be taken (e.g., experimental design, adaptation and implementation of best practices), describe the specific methodologies and procedures to be implemented, and identify major project activities and milestones.
5. What are the anticipated outcomes of the project? Who will benefit from the project?
6. How will the project be evaluated? What methods will be used to determine whether the project has successfully achieved its objectives? How will you document and analyze the impact of the project?
7. Why is this project suitable for external grantseeking? What makes this project unique? Why would it be of interest to a funding agency?
8. Have you identified a specific funding source for this project? If not, what types of funders might support this project?
9. Are there any cost-sharing or matching funds required by the funding source (if identified)? Will Saint Vincent need to commit financial or other institutional resources to support the project after the conclusion of the grant-funded period?

PROJECT BUDGET

Identify the major costs associated with your project. Provide as much detail as possible regarding anticipated expenses.

Item	Year 1 Cost	Year 2 Cost	Year 3 Cost	Total Cost
<p>Personnel Identify the time commitment and financial support for the project director and any other SVC personnel required to complete project activities. Include each person's name, title, required time commitment, and salary rate.</p>				
<p>Fringe Benefits Calculated at 30% of wages for all SVC personnel (excluding students)</p>				
<p>Student Wages Indicate number of students to be included, their time commitments, and hourly rates.</p>				
<p>FICA Calculated at 7.65% of student wages</p>				
<p>Travel Indicate destination, purpose, and costs for all project-related travel. Mileage is calculated at 58.5 cents/mile.</p>				
<p>Equipment List any capital items with a unit cost of \$1,000 or more. <i>All equipment must be approved through SVC's capital committee.</i></p>				
<p>Supplies List any laboratory, teaching, office, or other supplies needed for project implementation.</p>				
<p>Consultants Identify consultants by name. Indicate the consultants' project-related responsibilities, their daily rate, and any travel costs required to support their participation in the project.</p>				
<p><i>Total Direct Costs</i></p>				
<p>Administrative/Indirect Costs <i>Proposals to Federal Agencies</i>-Indirect costs are calculated at 47% of salaries for SVC personnel. <i>All other requests</i>-Follow funder's guidelines, if provided. If not, calculate indirect costs at 5% of direct costs. <i>These funds go directly to the Business Office to support the College's general budget.</i></p>				
<p>TOTAL FUNDS REQUESTED <i>(Total Direct Costs + Indirect Costs)</i></p>				
<p>Institutional Cost-Sharing or Matching Funds Requirement Identify amount of cost-sharing/matching funds required (if applicable) and source.</p>				
<p>TOTAL PROJECT COST</p>				

I understand and accept the obligation of being a project director for an externally-funded grant. If my grant proposal is funded, I will assume responsibility for the outcomes of the project and administration of the grant.

Project Director Signature

Date

The Office of Foundation and Government Grantseeking (FGG) must review all proposals to external funding sources prior to submission. The FGG Office can provide assistance with all aspects of the grantseeking process, including researching funding sources, proposal development and budget preparation, providing required attachments, reviewing drafts, and formatting, copying, and mailing the final submission.

FGG Office Contacts

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