

**103.1 F Clearance Form****Dickinson College External Grant Notification/Clearance Form**

1. Project title and Description:

2. Project Director(s) and Department(s):

3. Period of Support: From: Through:

4. First Request? Yes: No: Renewal? Yes: No: Retry? Yes: No:

5. Prospective Funding Sources:

a.	Request (\$)	Deadline:
b.	Request (\$)	Deadline:

6. Is this project to continue at the end of the Grant? No: Yes: If yes, what is the source of budgetary support?

7. Does this project involve subcontracts or collaborative agreements? No: Yes: If yes, provide subcontractor or consortial partner names:

8. Does this project involve:

• Human subjects:	Yes:	No:	Date approved/exempted by IRB:	IRB Case #
• Laboratory animals:	Yes:	No:	Date approved by IACUC:	IACUC Case #
• Recombinant DNA	Yes:	No:	Date approved by Inst. Biosafety	IBC Case #

\*9. Does this project involve formal institutional cost-sharing or matching funds by Dickinson? Yes: No:

If yes, identify type of commitment (mandatory or voluntary), amounts, sources, and authorization.

Mandatory	Voluntary	\$ Amt.	Acct./Source	Authorized by:
Mandatory	Voluntary	\$ Amt.	Acct./Source	Authorized by:
Mandatory	Voluntary	\$ Amt.	Acct./Source	Authorized by:
Other: (please describe or attach explanation)				

\*10. Are indirect costs included? Yes: No:

If yes, at what percentage rate?:

If no, please explain or attach explanation:

**Signatures: if you answered yes to questions 9 & 10, you must obtain all names listed below, in order. Otherwise you need only obtains signatures 1 through 4.**

### INVESTIGATOR FINANCIAL DISCLOSURE

In keeping with the Dickinson College Financial Conflict of Interest (FCOI) policy any significant financial interests by any individual(s) responsible for the design, conduct, or reporting of a **federally funded project** must be reported. If such interests exist, then a Significant Financial Disclosure form and accompanying materials must be submitted to the Sponsored Projects or Corporate & Foundation Relations Office prior to receiving campus endorsements and before the proposal is submitted. Each PI must sign below.

Federally-funded project (check if yes)

\*Not\* federally-funded project (check if yes)

"I have reviewed the Dickinson College Conflict of Interest Policy and there is **no significant financial interest** by any part as defined. If this changes during the period of the grant I agree to submit a revised disclosure form immediately. There **is a significant financial interest** and a disclosure form was submitted to the Corporate and Foundation Relations Office on (date):

Dickinson PI signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dickinson Co-PI: \_\_\_\_\_

Date: \_\_\_\_\_

I certify that all those involved in this proposal are aware of their participation and obligations. I agree to accept responsibility for providing appropriate training for myself and my staff on those risks which may be inherent in this project. I acknowledge that I have reviewed Dickinson's Responsible Conduct of Research (RCR) policy and will comply with the policy's training and mentoring requirements. I understand that unless otherwise approved in writing this project will be administered by Dickinson College by an authorized institutional officer. I have read and understood college policies and procedures for managing sponsored programs referenced in the faculty handbook and elsewhere. I understand and agree that the federal sponsor will be promptly notified if (1) the PI is placed on administrative leave while under investigation for a possible violation of Dickinson's Discrimination, Harassment and Sexual Misconduct Policy and/or (2) if the PI is found responsible for violating Dickinson's Discrimination, Harassment and Sexual Misconduct Policy, and/or (3) if the PI or any supervisees are convicted of a drug or alcohol offense as outlined in college policy. I agree to comply with these policies and procedures. I also assure (1) that the information submitted within the application is true, complete and accurate to the best of my knowledge; and (2) that I accept responsibility for the conduct of the project and to provide the required progress reports if a grant is awarded as a result of the application.

**1a.** \_\_\_\_\_  
Principal investigator date

**1b.** \_\_\_\_\_  
Co-PI (if any) date

The project described in the attached proposal is consistent with the programs of this department(s). Requirements of space, personnel, utilities and other facilities are available, have been committed or will be provided by the grant or contract if awarded. The budget specifies all expenses that can be reasonably anticipated.

**2a.** \_\_\_\_\_  
PI Department Chair date

**2b.** \_\_\_\_\_  
Co-PI Department Chair date

This application and budget as presented, is in proper form and complies with all applicable Dickinson policies, cost principles, and sponsoring agency application guidelines.

\_\_\_\_\_  
Sponsored Projects or date  
Corporate & Foundation Relations

I have pre-reviewed the budget and attest to its accuracy and compliance with sponsor's budget guidelines. The institutional resources necessary for the cost sharing or the commitment of in-kind support described in the attached proposal have been committed and will be available if the grant or contract is awarded.

\_\_\_\_\_  
Financial Operations Grants Accounting date

For the following:

- **President of the College**
- **Provost and Dean of the College**
- **VP Advancement**
- **VP Finance & Administration**
- **VP Enrollment Management**
- **VP Marketing and Communications**
- **VP of Student Life & Dean of Students**

In approving this project electronically via email, I accept the foregoing recommendations, and give assurance that the proposal conforms to the programs of service, curriculum development, research and education under my jurisdiction. There are no fiscal commitments of Dickinson College other than those described.