**External Grants Checklist**

*COMPLETE THIS CHECKLIST FOR ANY PROJECT YOU ARE PLANNING TO SUBMIT TO ANY EXTERNAL FUNDING ENTITY. DO THIS* ***BEFORE*** *YOU COMPLETE THE EXTERNAL GRANTS COVER SHEET****. Sign and submit this form with your external grants cover sheet and required attachments.***

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| **Employee Name:** | **Department:** |
| **Granting Entity:** | **Grant Time Period:** |
| **Proposed Project Title:** |

**INSTRUCTIONS**

Answer the following questions about your proposed grant project. Where applicable, note the references to guidelines you should follow when preparing your proposal. Be sure that your proposed budget takes into account UMW policies and procedures as required (<http://provost.umw.edu/grantsoffice/umw-grant-policies/budgets/>).

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| **WILL THE PROPOSED EXTERNAL GRANT OR CONTRACT ACTIVITY . . .** | **NO** | **YES** |
| **1. Interfere with your ability to meet your assigned instructional and/or administrative duties?** If yes,please attach an explanation to your grant proposal cover sheet. |  |  |
| **2. Require the use of UMW facilities?** If yes,please read the policy regarding facilities use at <http://provost.umw.edu/grantsoffice/umw-grant-policies/use-of-umw-facilities/> |  |  |
| **3. Require the use of UMW equipment?** If yes,please read the policy regarding equipment use at <http://provost.umw.edu/grantsoffice/umw-grant-policies/use-of-umw-equipment/> |  |  |
| **4. Purchase equipment as a part of the project?** If yes,please read the policy regarding equipment purchases and external grants at <http://provost.umw.edu/grantsoffice/umw-grant-policies/equipment-purchases/> |  |  |
| **5. Involve UMW staff members to provide administrative and/or clerical support (other than those who will provide grant accounting support)?** If yes,please read the policy regarding administrative and clerical support at <http://provost.umw.edu/grantsoffice/umw-grant-policies/umw-staff-administrative-and-clerical-support/> |  |  |
| **6. Pay UMW students to be involved as researchers or in program support roles for the project?** If yes,please read the policy regarding student workers at <http://provost.umw.edu/grantsoffice/umw-grant-policies/students-as-research-or-program-support/> |  |  |
| **7. Hire part-time workers (other than students) to assist as researchers or in program support roles?** If yes,please read the policy regarding hiring grant supported staff at <http://provost.umw.edu/grantsoffice/umw-grant-policies/hiring-nonstudent-grant-employees/> |  |  |
| **8. Require that you assign any intellectual property rights to the granting or contracting entity?** If yes,contact the Academic Affairs Office (x:1269) for guidance. |  |  |
| **9. Involve UMW students or employees as research subjects?** If yes,please check the appropriate box on the external grant cover sheet and comply with all UMW Institutional Research Board policies found at <http://provost.umw.edu/grantsoffice/umw-grant-policies/use-of-human-subjects/> |  |  |

Signed Date

Print name Title