**External Funding Checklist**

*COMPLETE THIS CHECKLIST FOR ANY PROJECT YOU ARE PLANNING TO SUBMIT TO ANY EXTERNAL FUNDING ENTITY FOR ANY PROPOSED EXTERNALLY SUPPORTED PROJECT.* ***Sign and submit this form with your external funding cover sheet and required attachments.***

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| --- | --- |
| **Employee Name:** | **Department:** |
| **Funding Entity:** | **Grant Time Period:** |
| **Proposed Project Title (or purpose):** |

**INSTRUCTIONS**

Answer the following questions about your proposed externally funded project. Where applicable, note the references to guidelines you should follow when preparing the proposal. Be sure your proposed project 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 FUNDING ACTIVITY . . .** | **NO** | **YES** |
| **1. Interfere with your ability to meet your assigned instructional and/or administrative duties?** If yes,attach an explanation to your external funding proposal cover sheet. |  |  |
| **2. Require the use of UMW facilities?** If yes,please read the policy on 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 on 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 funding 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 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