

The *External Funding Checklist and Coversheet* is a required document for any project you are planning to submit to any external funding entity for any proposed externally supported project. This form must be completed and submitted, along with your proposal description and budget, to your department chair or associate dean. Staff proposals must be submitted to the immediate supervisor. You may not submit any grant application documents to the grantor before obtaining all signatures on this document.

Project Manager/Principal Investigator:

Department:

Proposed Project Title or Purpose:

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 considers UMW policies and procedures as required. (<http://provost.umw.edu/grantsoffice/umw-grant-policies/budgets/>)

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 Dean of College of Arts & Sciences (x:1268) 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/		

Name and Address of Funding Entity

UMW Institutional Review Board Approval:

Is Required *Is Not Required* Date Received:

Proposal Deadline Date:

Deadline Type: *Send by or,* *Receive by*

Total Amount of Requested Funds: \$

Indirect Cost Rate Used (if applicable): %

UMW Cost Sharing (attach justification): \$

Cost Sharing is *In Kind or,* *Actual Contribution*

Telephone

Fax

Website

Grant Opportunity or RFP Name/Number and link to solicitation:

Conflict of Interest Disclosure

I (Employee) **do not** have a significant financial conflict of interest in this project (defined as \$10,000 or 3% ownership or a \$10,000 income per annum from the proposed granting entity). No member of my family has a financial conflict of interest. If box is not checked, complete the **Statement of Economic Interest Form** and attach it to this application.

Copy of the project proposal and a proposed itemized budget is attached.

ASSURANCES

By signing below, I state that I understand UMW policies concerning external funding and agree to abide by them.

I further state that the proposal to be submitted is (1) complete in its technical content, (2) adheres to the conventions of proper scholarship, including proper attribution and citation of textual matter and graphics used; (3) complies with federal standards for integrity in research (such as the National Science Foundation's "Misconduct in Science" policy); and (4) has been prepared in accordance with the proposal specifications and requirements established by the sponsoring entity.

Facilities, space, equipment, and other UMW resources necessary to complete this project have been arranged with the university officials responsible to make commitments for the use of those resources should the grant be awarded.

If this proposal receives an award from the external source, and funding is accepted by UMW, I agree to conduct the project in accordance with all terms and conditions as established by the sponsoring entity. Should the project be funded, I also agree to assume full responsibility for providing the proper stewardship of the funds provided, for maintaining proper records as required, and for submitting all required reports and other documents in a timely manner.

When signing electronically, you agree that your electronic signature is equivalent to your manual signature.

Project Manager/Principal Investigator Signature and Date

Department Chair or Direct Supervisor Signature and Date

Academic Dean (faculty grants only) Signature and Date

Cabinet Signature and Date
(Provost for faculty or academic staff proposals and VP for Admin and Finance for all other proposals)

Authorized Organizational Representative Signature and Date