



INDIANA UNIVERSITY KOKOMO

APPLICATION FOR EXTRAMURAL SUPPORT

PROCEDURES

- A. As the faculty of the University reviews opportunities for grants and related activities from federal or state agencies, foundations or corporations, the individual or group considering the grant opportunity will decide in cooperation with their respective Dean or the equivalent head of the academic unit (see description below) whether to pursue the grant. The Dean or the equivalent head of the academic unit, in consultation with the Assistant Vice Chancellor for Academic Affairs (AVCAA), will have final authority to determine whether to pursue the grant. The process outlined in A is covered in the *Pre-approval Form* (see attached).
- B. Once a decision is made to pursue the grant based upon approval of the *Pre-approval Form*, the Dean or the equivalent academic unit head will notify the PI(s) to proceed with the preparation of the final proposal paying attention to the deadline required by the granting agency. The PIs must be cognizant of the fact that the final approval and completion of the *Route Sheet for the Extramural Support* form will require at least a week.
- C. A pre-approval meeting may be requested by the Dean or the head of the academic unit with appropriate IU offices to assist or receive additional clarification on the intent of the grant or specific requirements of the grant.
- D. After the completion of the proposal, PI(s) must submit a copy of the proposal to the Dean or the head of the academic Unit. The approval at this stage is needed to move forward the process to the AVCAA.
- E. The AVCAA will complete his due diligence in consultation with IU's Office of Sponsored Research Services, and will obtain required signatures for completing the Route Sheet for Extramural Support. The AVCAA is also responsible for the submission of the final proposal to the funding agency. The grant generating unit(s), and PI(s) must be notified of the date of the submission of the grant.
- F. The above procedures shall be closely followed regardless of the nature or size of the extramural support requested.



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Grant Pre-approval Form

Prior to final submission of all grant proposals (i.e., *IU Route Sheet for Extramural Support Form*) faculty members must submit a copy of the Grant Pre-approval Form, along with a copy of the RFP, to their respective academic unit head(s).

Grant Information

Name/Title of Grant:

Granting Agency/Institution:

Amount of Grant (range):

Principal Investigator(s)

Name(s):

Academic Unit(s):

Potential Conflicts of Interest/Commitment (www.indiana.edu/~uhrs/policies/uwide/coi.htm)

Identify:

Timeline

Date Pre-approval Form Submitted to Academic Unit Head [minimum two weeks prior to *IU Route Sheet* submission]: _____

Date for Submission of *IU Route Sheet for Extramural Support Form* [one week prior to RFP deadline]: _____

Deadline for Submission to Granting Agency (RFP deadline): _____

Additional Information



Chairperson (if applicable)
Alignment with Mission: Resource Needs: <ul style="list-style-type: none">• Personnel• Budgetary<ul style="list-style-type: none">○ Internal○ External Feasibility: Comments: Date Review Completed:
Dean
Alignment with Mission: Resource Needs: <ul style="list-style-type: none">• Personnel• Budgetary<ul style="list-style-type: none">○ Internal○ External Feasibility: Comments: Date Review Completed:
Dean (if co-PIs from different units)
Alignment with Mission: Resource Needs: <ul style="list-style-type: none">• Personnel• Budgetary<ul style="list-style-type: none">○ Internal○ External Feasibility: Comments: Date Review Completed:
Academic Affairs Fiscal Officer
Alignment with Mission: Resource Needs: <ul style="list-style-type: none">• Personnel• Budgetary<ul style="list-style-type: none">○ Internal○ External Feasibility: Comments:

Date Review Completed and Returned to Unit Head: