

Date Initiated: (mm/dd/yy)	 Grants Office Internal Sign-off Form	The Grants Office is committed to providing prompt proposal review. However, due to increased federal compliance requirements, proposals cannot be processed if all issues listed on the current and following pages are not properly addressed prior to submission. All required supporting attachments must be included with the proposal.
Submission Due Date: (mm/dd/yy)		
Contact Person & Phone No.:		

Project Director/Principal Investigator and Co-Investigators (List Project Director first)				
Last Name, First Name	TCTC Assigned Department	Are you working on another grant? If so, please specify.	If working on another grant, at what % of effort	% of effort on this project

If a collaborative project, in what department should the budget be housed?

Proposal Title: _____

Originating Sponsor Agency: _____ Immediate Sponsor Agency: _____

Program/Solicitation No.: _____ Prog. Title/Acronym: _____

Project Period Covered: From: _____ To: _____ CFDA No. _____

Submission Type:

- ☐ Pre-proposal
☐ New Proposal
☐ Budget/Proposal revision Internal Proposal # _____
☐ Supplement
☐ Additional Funding Internal Proposal # _____

Classification:

- ☐ Instruction
☐ Service
☐ Research
☐ Other Activity

This is a:

- ☐ Grant
☐ Contract
☐ Cooperative Agreement
☐ Other

Source of Funds: ☐ Federal ☐ State ☐ Private ☐ Other
 If other please specify: _____

Emphasis Area: (Please select only one)

- | | |
|--|---|
| <input type="radio"/> Corporate & Community Edu. | <input type="radio"/> Healthcare |
| <input type="radio"/> Arts & Sciences | <input type="radio"/> Info. Tech./Systems |
| <input type="radio"/> Automotive Tech. | <input type="radio"/> Pharm. Tech. |
| <input type="radio"/> Business & Public Admin. | <input type="radio"/> Vet. Tech. |
| <input type="radio"/> General Education | <input type="radio"/> Other: (please specify) _____ |
| <input type="radio"/> General Engr./Industrial Tech. | |

Subcontract Amount	Match/Cost Share Amount	TCTC Contribution
\$ _____	\$ _____	\$ _____

Documentation from Subcon. Required, if applicable.

An approved Internal Cost Share form must be attached, if applicable.

Clearly define TCTC's Contribution of match on Cost Share Agreement form.

REQUESTED FUNDS:

\$ _____	\$ _____	\$ _____
Direct Costs (\$)	F&A (Indirect) Costs (\$)	Total

KEY WORDS:

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

Grants Office Use:				
<input type="radio"/> Certified <input type="radio"/> Electronic <input type="radio"/> Fax <input type="radio"/> Overnight <input type="radio"/> Return to Proj. Mgr.	Complete address, fax # or special instructions for submission:			In: _____
				Out: _____
TCTC DHHS F&A 30%	F&A allowed by Sponsor	Grant Admin Initials	Grant Acct. Initials	GO-form 1 Revised 09/02/2015

PROJECT INQUIRY

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Does this project involve programs for youth aged 18 and under?
<input type="checkbox"/>	<input type="checkbox"/>	Does sponsor policy prohibit F&A costs, require mandatory cost share or matching funds? If YES, attach documentation and/or Cost Share form.
<input type="checkbox"/>	<input type="checkbox"/>	Does project involve confidential information or trade secrets?
<input type="checkbox"/>	<input type="checkbox"/>	Does project have intellectual property (patent) potential?
<input type="checkbox"/>	<input type="checkbox"/>	Is space available and are facilities suitable for project? If NO, attach a memo from immediate supervisor addressing the remedy.
<input type="checkbox"/>	<input type="checkbox"/>	Is this proposal an external collaboration? If so, please attach letter of support, statement of work, and budget for all external collaborators.
<input type="checkbox"/>	<input type="checkbox"/>	Are there any known conflicts of interest for this project?
<input type="checkbox"/>	<input type="checkbox"/>	Does this project require a new FTE?

How were you made aware of this funding opportunity?

STRATEGIC PLAN

Briefly explain how this project relates to TCTC's Strategic Plan (*be sure to list a specific GOAL from the plan*):

COMPLIANCE DATA

Does this project involve any of the following: (Check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Limitations on who may participate in the project on basis of citizenship | <input type="checkbox"/> Development of prototypes/models |
| <input type="checkbox"/> Proposal requires sponsor review/approval prior to sharing results | <input type="checkbox"/> Third party confidential information |
| <input type="checkbox"/> Items or equipment provided by or purchased by a third party | <input type="checkbox"/> Travel outside of the USA |
| <input type="checkbox"/> Taking, shipping or sharing information, materials or technology outside of USA (including equipment) | |

Yes	No		Protocol No.	Approval Date
<input type="checkbox"/>	<input type="checkbox"/>	Human Subjects (IRB)	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	Animal Subjects (IACUC)	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	Biohazard/Chemical/rDNA (IBC)	_____	_____

My signature below certifies my awareness that*:

- (1) a copy of this proposal is provided to the Office of Research Compliance at Clemson University, by the TCTC Grants Office, where human subjects are involved;
- (2) Clemson University's Office of Research Compliance will approve protocols for human subjects;
- (3) sponsored program/grant expenditure account numbers will not be established until compliance approvals are verified; and
- (4) I understand and comply with all institutional policies and procedures related to grants/contracts/other sponsored projects.

Institutional Compliance: The undersigned certify that:

- (1) the information submitted within the application is true, complete and accurate to the best of the project director (PD) knowledge;
- (2) any false fictitious, or fraudulent statements or claims may subject the PD to criminal, civil, or administrative penalties of local, state, and federal statutes;
- (3) the PD agrees to accept responsibility for the scientific conduct, programmatic conduct, and integrity of the project and to provide the required progress reports if a grant is awarded as a result of the application.

Financial Disclosure: The undersigned certify that they will comply with any conditions or restrictions imposed by the institution to manage, reduce, or eliminate actual or potential **conflicts of interest**.

Cost Accounting Standards: The PD certifies that the proposal budget complies with Tri-County's Federal Cost Accounting Standards Policy.

A-Approved; D-Denied; R-Revise

A	D	R	Position	Print Name	Signature	Date
			Project Director			
			Dept. Head			
			Dean/Director			
			VP for functional area			
			VP for Business Affairs			
			Foundation Officer			
			VP for HR (if FTE needed)			
			President			
			Co-Investigator			
			Dept. Head			
			Dean/Director			

Tri-County Technical College Internal Budget Form for Grants/Sponsored Projects

(cost sharing should be submitted on Internal Cost Share form)

Project Abstract/Summary:

Project Budget

*Exclude from F&A	Budget Category	Dept./Yr.	Dept./Yr.	Dept./Yr.	Dept./Yr.	Dept./Yr.	Total Budget
	Staff Salaries						\$
	Faculty Salaries						\$
	Faculty Release						\$
	Student Salaries						\$
	Temp. Employee Wages						\$
	Fringe Benefits						\$
	Travel Expenses						\$
	Supplies						
	Other Costs						\$
	Tuition/Student Aid						\$
	Participant Support						\$
	Subcontract Costs						\$
	Equipment						\$
	Total Direct Costs						\$
_____ %	Indirect Costs (F&A)						\$
	Total Project Budget	\$	\$	\$	\$	\$	\$

***Exclude from F&A:** Modified Total Direct Costs (MTDC)-costs that are excluded from F&A/indirect charges (ie. tuition/student aid; equipment; some participant support; and possibly some portions of subcontractor costs).

Budget prepared by:

Form to be completed by Project Director and Grants Administrator

Proposal Award Authorization

Internal Proposal Processing Number:

	Print Name	Signature	Date
Director of Grants			
Grant Accountant			
STATUS	APPROVED	DENIED	IN NEGOTIATION
Date of Action			
Project Start Date:		Amount Awarded: \$	Project Length:

Comments:

Signatures Required. *By signing this form you agree to the terms and conditions of the award/contract and accept the award.*

Position	Print Name	Signature	Date
Project Director			
Dept. Head			
Dean/Director			
VP for functional area			
VP for Business Affairs			
Foundation Officer			
VP for HR (if FTE needed)			
President			
Co-Investigator			
Dept. Head			
Dean/Director			

***Please keep this form attached to the Internal Sign-off Form.**

Instructions:

Page 1.

- *Date Initiated*—the date that the actual proposal was initiated
- *Submission Due Date*—the date that the proposal is due to the grantor, the proposal deadline date
- *Contact Person & Phone No.*— the name and office phone of the internal project contact
- *Internal Proposal Processing Number*—will be assigned by the TCTC Grant's Office
- *Project Director/Principal Investigator and Co-Investigators*—the names, departments, and other requested information for those developing the proposal. This term is used to identify individuals in research, training, or development activities. The PD is the person responsible for preparing the proposal and for the project activities once it is funded (not the college grants administrator).
- *Title of Project* refers to the working and identifying title of the project
- *Originating Sponsor Agency*—refers to the potential parent funding agency. *Immediate Sponsor Agency*—refers to the potential funding agency
- *Program/Solicitation No.*—refers to the grant program or solicitation number assigned by the sponsor agency to identify the sponsor's program
- *Prog. Title/Acronym*—refers to the program title and/or acronym assigned by the sponsor agency
- *Project Period Covered*—refers to the period of time the proposal/project will be active, if funded
- *CFDA No.*—refers to federal grant opportunities, Catalog of Federal Domestic Assistance
- *Submission Type*—refers to pre-proposal, new proposal, budget/proposal revision, supplement, additional funding
 - Pre-proposal designates a proposal prepared in response to a request for which there is no funding available at the time of request.
 - New Proposal, Proposal Revision, or Supplement refer to possible steps in the proposal process. The most frequently used is the proposal designation. Proposal Revision is used when a submitted proposal needs to be revised. Supplement is used when additional information is requested for a submitted proposal.
 - Budget, Budget Revision, and Additional Funding refers to preparing a budget that is processed before a full proposal is ready for consideration. Budget Revision is usually requested after the proposal has been submitted. Additional Funding is used to request additional funding for a project that has already been funded.
- *Classification*—refers to the type of project that the proposal is being submitted for
- Mark if the proposal is for a *Grant, Contract, Cooperative Agreement, or Other* project
- *Source of Funds*—refers to the sponsoring agency, denote if funds are coming from a federal, state, private or other sponsor
- *Emphasis Area*—refers to the project emphasis and/or division
- *Subcontract Amt., Match/Cost Share Amt., TCTC Contribution*—used to define the amounts of any sub-awards/subcontracts, cost share amounts or funding match, and the specific amount that TCTC is contributing to the project
- *Requested Funds*—refers to the direct costs, indirect costs (F&A), and the total amount being requested from the sponsor
- *Keywords*—list several good tag words that could be used to identify the project

Page 2.

- *Project Inquiry*—respond Yes or No to the questions to give executive staff a snapshot look at the overall proposal stipulations
- Respond how you were made aware of the funding opportunity that you are applying for
- *Strategic Plan*—briefly describe how your proposal ties in with the College's Strategic Plan and list the specific goal(s) from the plan
- *Compliance Data*—respond to all questions to ensure that TCTC is in compliance with federal, state, and college policies and procedures
 - Please mark if any human subjects, animal subjects or biohazard chemicals are involved with your project so that we can seek protocol approval
- *Department Head(s) and Dean(s)/Director(s)*—all Department Heads and Deans/Directors who have faculty/staff involved in the proposal must sign off. A copy of the proposal should be made available to the Department Head(s) and Dean(s)/Director(s) at least five business days before signature is required.
- *College Business Officer, Vice President for Functional Area, Foundation Officer and President*—all of these administrators will have an opportunity to view a copy of the proposal and have an opportunity to approve, ask for revisions or refuse to approve. **The project director should ensure that each of these administrators has a minimum of five business days to read the proposal prior to taking action.**

Page 3.

- *Project Abstract/Summary*—provide a brief description of the project proposal, you may also provide any comments or relevant notations
- *Project Budget*—provide a budget for each year for each appropriate category. The total budget should be equivalent to the budget information listed on page 1 of the internal processing form. Be sure to note the % of indirects (F&A) being requested for the budget.
- Have the budget preparer to sign in the box provided

Page 4.

- Page 4 should remain attached to the Internal Sign-off Form.
- *Signatures Required*—Each listed position must print and sign the Proposal Award Authorization to show their approval of the terms and conditions of the award
- *Comments*—Any comments regarding the proposal, award documents, cost-share/match, etc. should be placed under Comments
- The Director of Grants and Grant Accountant must both sign the Proposal Award Authorization before the form is routed to other parties for required signatures
- The Director of Grants should circle Approved, Denied, or In Negotiation and date the form to denote the status of the proposal
- The Director of Grants should list the project start date, amount awarded, and the length of the project