

HOPE COLLEGE

External Support Routing Form

Use the tab key to move from one text field to the next.

Project Director must complete and attach abstract and budget and send for approval to the Chairperson and Dean **at least one week prior to proposal submission**. The Dean must send the signed package to Tracey Nally, Director of the Sponsored Research Office (SRO), who will obtain the senior administrator's signatures.

Project Director _____ Dept _____ Phone _____

Co-PI(s) _____

Title of Project _____

Brief layman's description of project _____

Funding Source _____

Grant Subcontract with _____ Fellowship Contract

New Project Renewal/Continuation Supplement

Proposed Time Period: Start _____ End _____ Total Yrs _____

Human subjects involved? _____ If yes, provide HSRB approval date (with copy) or write "pending" _____

Vertebrate animals involved? _____ If agency requires prior approval provide a copy of the HCACUC letter

Does any individual responsible for this project design, conduct or reporting have a disclosable conflict of interest related to this project? Yes No If yes, Project Director must contact the SRO.

BUDGET	<u>Sponsor</u>	<u>Hope Cost Share*</u>	<u>Total</u>
Direct costs	_____	_____	_____
Indirect (F&A) costs	_____ %	_____ %	_____
Total	_____	_____	_____
TOTAL Budget			_____

** If cost share is expected, please attach institutional cost-share form.*

APPROVALS	DATE	COMMENT
Project Director _____	_____	_____
Chairperson _____	_____	_____
Dean _____	_____	_____
SRO _____	_____	_____
Provost _____	_____	_____
V.P. Finance _____	_____	_____