



MONTANA STATE UNIVERSITY NORTHERN

Grant Proposal Clearance Form

Project Director (Principal Investigator) _____

Co-Director (Co-Principal Investigator) _____

Unit (Program/Office) Name(s) _____

Title of Proposal _____

Brief Description:

Agency or Organization to receive proposal: _____

Agency or Organization Program Name: _____

Type of application:

New Continuation (If continuation, Banner Index # _____)

Period of Support Requested: From _____ to _____

Business Services will assign a Proposal Preparation number when the proposal is first presented to the Director.

Reviews/Certifications/Assurances

Yes No Will the project require renovations or modifications to current university facilities or additional new space? (This includes expanded utility service to support additional equipment, e.g. computer, fume hoods, air conditioning, etc.) If yes, please attach detailed description to this form and obtain approval of the Provost.

Yes No Will the project involve human subjects, animals, controlled substances, radioactive substances, genetically altered materials or hazardous substances. If yes, please attach a detailed description to this form and obtain approval of Business Services and Institutional Review Board (if applicable).

Yes No Do you as PD, any family member or any of the involved researchers or their family members have consulting agreements, management responsibilities or substantial equity (greater than \$10,000 in value or greater than 5% total equity) in the sponsor, subcontractor or in the technology? If yes, please attach a detailed description to this form and obtain approval of the Provost.

Yes No Does this proposal involve participation of American Indian or other minority communities? If yes, attach a detailed description to this form and obtain appropriate approvals from these communities.

Effective: July 1, 1999

Revised: December 2022

Reviewed: December 2022

Review Date: December 2024

Proposed Budget

	Sponsor	MSU-Northern Matching	Grand Total
	Total	Total	
Salaries/wages	_____	_____	_____
Benefits	_____	_____	_____
Subcontracts	_____	_____	_____
Contracted Services	_____	_____	_____
Supplies/Expendables	_____	_____	_____
Communications	_____	_____	_____
Travel	_____	_____	_____
Rent	_____	_____	_____
Repair & Maintenance	_____	_____	_____
Awards	_____	_____	_____
Equipment	_____	_____	_____
Other	_____	_____	_____
Total Direct Costs	_____	_____	_____
Indirect Costs (____)	_____	_____	_____
Total Project Cost	_____	_____	_____

You may substitute a budget page(s) for this page in a different format if it is more consistent with the requirements of the grantor.

Proposal Approvals

The project director (principal investigator) certifies that the statements on this clearance form are true and complete to the best of his/her knowledge, and accepts the obligation to comply with university policy and guidelines in conducting the project herein if a grant is awarded. The PD also certifies that he/she is not delinquent on any federal debt.

Required signatures are those of the Project Director (Principal Investigator) and the Chancellor or the Chancellor's designee. Other signatures signify that appropriate review of the proposal has been completed.

Overruns - unresolved cost overruns on G & C projects will be covered from the PI and Department's share of indirect cost collections. Primary responsibility for avoiding cost overruns belongs to the PI.

We have reviewed the proposal and concur that the project complies with the University mission, strategic initiatives, policies and guidelines.

Project Director / Date

College Chair/Dean /Supervisor /Date

Vice Chancellor of Administration and Finance / Date

Senior Vice Chancellor for Academic Affairs/Provost / Date

Final Approval For Submission

The Final Approval for Submission section will be completed by MSU-Northern Business Services. Business Services will assign a Banner Account number if the grant is awarded.

Budget Review / Date

Chancellor / Date

This form, in duplicate, is required for all proposals prior to submittal to outside sponsors by any member of Montana State University-Northern. It indicates to the administration and to the outside sponsor that all appropriate officials of the University have approved the proposal.

You are strongly urged to work with Business Services early in the process. Such a procedure will save you a great deal of time.

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