



OFFICE OF GRANTS AND RESEARCH SERVICES
INTENT TO APPLY FOR EXTERNAL FUNDING
INSTRUCTIONS

1. The **APPROVAL FORM** and **ABSTRACT OF PROPOSAL** must be completed by all applicants before a proposal is submitted to an external funding source. The forms are PDF writeable and therefore may be completed in Adobe Acrobat Reader 6 which is available for free at the following link:

<http://www.adobe.com/products/acrobat/readermain.html>

It is recommended that the proposal approval procedure be started at least ten days before the proposal is submitted to the sponsor.

2. Applicants should then print out the **APPROVAL FORM** and **ABSTRACT OF PROPOSAL**, sign the forms, and forward them, together with a copy of the proposal, to their respective Chair and Dean/Director, who are required to sign. All submissions should then be brought to the Office of Grants and Research Services (OGRS) **not less than three days prior to the proposal's due date.**
3. Applicants whose proposals include cost sharing must also complete the **COST SHARING FORM** and have it signed by their Dean or Director. The completed **COST SHARING FORM** must be submitted to OGRS along with the **APPROVAL FORM** and **ABSTRACT OF PROPOSAL**. Under Office of Management and Budget (OMB) Circular A-110, "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education and Other Non-Profit Organizations," the Federal government defines cost sharing as "that portion of project or program costs not borne by the Federal Government." Similarly, most State of New Jersey agencies and departments define cost sharing as that portion of the proposed project not borne by the sponsoring agency or department.

OGRS staff will assist applicants with questions concerning the proposal approval process as outlined above. Please call (973) 275-2974 or visit OGRS, which is located on the Third Floor of Presidents Hall, South Orange Campus.

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APPROVAL FORM

This form must be typed in its entirety before a proposal is submitted to the funding agency. Please submit it to the OGRS, along with the entire proposal, at least three days prior to the proposal submission deadline.

I. CONTACT INFORMATION			
a. Principal Investigator:		E-mail Address:	
School/Dept		Telephone #:	
b. Co-Principal Investigator:		E-mail Address:	
School/Dept		Telephone #:	
II. AGENCY/PROJECT INFORMATION			
Title of Project:			
<i>Please include a one-page abstract on page 2 of this form.</i>			
Funding Agency:		Deadline for Submission: / /	
Project Start Date: / /		Project End Date: / /	
Means of Submission:		USPS <input type="checkbox"/> Overnight <input type="checkbox"/> Electronic <input type="checkbox"/>	
Indirect Costs: \$		Amount Requested: \$	
<i>If this project involves cost-sharing, you must also complete the Cost Sharing form on page 3.</i>			
Type of Proposal		Source	
Category (Check only one)			
New <input type="checkbox"/>	Federal <input type="checkbox"/>	Research <input type="checkbox"/>	Fellowship <input type="checkbox"/>
Renewal <input type="checkbox"/>	State <input type="checkbox"/>	Instruction/Training <input type="checkbox"/>	Contract <input type="checkbox"/>
Continuation <input type="checkbox"/>	Corps/Foundations <input type="checkbox"/>	Public Service <input type="checkbox"/>	Equipment <input type="checkbox"/>
Pre-Proposal <input type="checkbox"/>	Other <input type="checkbox"/>		
Will this project involve use of Information Technology? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, please consult with the Director of Teaching, Learning and Technology Center.			
Does this project propose to acquire print, electronic, or other material for the University Library?			
Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please consult with the Dean of the University Libraries.			
III. INSTITUTIONAL REVIEW BOARD			
Does the project involve research with Human Subjects <input type="checkbox"/> or Vertebrate Animals <input type="checkbox"/> ?			
Yes <input type="checkbox"/> If yes, provide date of approval: _____ No <input type="checkbox"/>			
Pending <input type="checkbox"/> If not approved or submitted mark "pending."			
I certify that, to the best of my knowledge, all the information provided is accurate.			
_____		_____	
PI/PD Signature		Date	
IV. REQUIRED SIGNATURES			
_____		_____	
Department Chair/Director	Date	Director, Grants & Research or Director, Corps & Founds	Date
_____		_____	
Dean	Date	Provost	Date

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OFFICE OF GRANTS AND RESEARCH SERVICES
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ABSTRACT OF PROPOSAL

V. CONTACT INFORMATION	
a. Principal Investigator: School/Department:	E-mail Address: Telephone #:
VI. PROPOSAL INFORMATION	
Title of Project:	
<i>Please provide an abstract or summary of the proposed project in the space below, using non-technical language. Please limit your abstract to one page.</i>	
<i>I understand that, if funded, this abstract will become a public document. Therefore, I have not included any information potentially subject to copyright or patent protection, or proprietary information from a sponsor.</i>	
_____	_____
PI/PD Signature	Date

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OFFICE OF GRANTS AND RESEARCH SERVICES
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COST SHARING FORM

Under federal regulations, Seton Hall University is required to substantiate, through adequate record-keeping, cost-sharing expenditures for both direct and indirect costs. The records must show that the cost-sharing expenditures are appropriate, necessary, and incurred within the related project period.

Please itemize in the spaces below, all release time and other University contributions, indicating the specific account. Your dean or department director must sign this form, authorizing the outlined expenditures.

<u>Item</u>	<u>Account Number</u>	<u>Amount</u>
Total Seton Hall contribution:		\$

Dean/Director Authorization:

Print Name

Signature

Date