 **INSTITUTIONAL AND ACADEMIC GRANTS**

**Proposal Clearance Form**

**Project Director/Principal Investigator:**

**Department: Address:**

**Phone: E-Mail:**

**Program/Project Title:**

**Co-Project Directors/Co-Principal Investigators:**

**Collaborators:**

**Funding Source (if known):**

**Funding Source Website (if known):**

**Submission Deadline:**

**Amount Requested: Total $ Over (length of Time: e.g. 1 Year)**

**Matching/In-Kind Funds: IRB Approval:**

**Not Required Not Required**

**Not Required but Included: $ Required**

**Required: $ % IACUC Approval:**

**Source of Matching Funds: Not Required**

**Are Matching Funds Secured?: Required**

**Anticipated Release Time or Overload Time Required (Faculty only):**

**Space Requirements:**

**Attach Program/Project Description, and include the following information: Why is the program/project needed? Who will benefit? What are the goals? What are the objectives? What are the expected Outcomes? How will success be measured? When will the program/project start and end? What actions will be employed in undertaking program/project? What Strategic Plan Priorities will be addressed?**

**Attach Letters of Commitment and Letters of Support, if any.**

**As Project Director/Principal Investigator, my signature below indicates that the information contained on the Proposal Clearance Form and all attachments is true, correct, and to the best of my knowledge. In addition, I hereby agree to the following terms and conditions:**

1. **I understand that all activities in the grant process, including Pre-Award, Post-Award, and Closeout, must be coordinated with the Grants Office, and no applications or reports can be submitted without the approval of the Grants Office. The Grants Office will provide assistance in all phases of the grant process, including planning, developing, budgeting, writing, submitting, implementing, reporting, and compliance. Requests for meetings and questions should be directed to: Michelle Giovagnoli, Director of Institutional and Academic Grants, 325B - Administration Building, (570) 208-5847,** [**michellegiovagnoli@kings.edu**](mailto:michellegiovagnoli@kings.edu)**.**
2. **I will direct the program/project and provide proper administrative oversight, budget management, and accurate funder reporting.**

**3. I will assume responsibility and accountability to King’s College, or, as appropriate, to collaborating organizations, for the proper conduct of the program/project, including the preparation and submission of all required reports within the grant-specified deadlines.**

**4. I understand and agree to carry out this program/project with the highest professional standards and within the time period specified.**

**5. I assume responsibility to read, understand and comply with all of the terms and conditions contained in the grant application and contract. Should any of the terms, conditions, period of performance or budget not be acceptable to me, I must notify the Grants Office in writing.**

**6. I understand my responsibilities, and agree to abide by both King’s College’s and the funding entity’s policies, including, but not limited to, patents, conflict of interest, drug-free workplace, lobbying, consulting, scientific conduct, procurement, personnel, and accounting, etc.**

**7. I agree to ensure compliance with all terms and conditions of the grant as well as the policies of King’s College. I agree to inform all persons working on this program/project with all terms and conditions of the grant as well as the policies of King’s College, and I will ensure their compliance.**

**8. I will ensure that all publications and presentations resulting from work on this program/project include a proper disclaimer and acknowledgment of sponsorship as required by the funding entity, whether written or oral, as presented by myself or any other persons involved in the program/project.**

**9. I will manage the grant budget according to the policies of King’s College and obtain prior approval from my Department Chair for any budget overrun.**

**10. I will submit any changes to the grant budget, scope of work or period of performance for approval in writing to the Grants Office and subsequently communicate in writing to the funding entity for approval/notification.**

**11. I will provide copies of all required reports to the Grants Office for approval prior to submission to the funding entity.**

**12. Prior to the procurement of any and all supplies, equipment, or services, etc. for this program/project, including on-line purchases, I will adhere to the Institutional and Academic Grants Procurement Policy. This includes, but is not limited to submitting a completed Purchasing Requisition to the Grants Office for approval, and attaching all required price quotes or bids and documentation of price or cost analysis, as applicable. Upon approval by the Grants Office, the Purchasing Requisition will be forwarded to the Purchasing Department for issuance of a Purchase Order. I understand that Grant funds will not be utilized to pay or provide reimbursement for any purchases made, including those purchases made with a Procurement Card, without the prior approval of the Grants Office. If an order is placed or any supplies, equipment, or services are purchased without prior approval from the Grants Office, the individual placing the order or making the purchase may be held personally liable for the charge. Do not presume that any actions will be approved after the fact.**

**Institutional and Academic Grants Procurement Policy**

**(a) Competitive Quotations not Required. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed $3,000 (or $2,000 in the case of acquisitions for construction subject to the Davis-Bacon Act).**

**(b) Competitive Oral Price Quotations Required. Oral price or rate quotations must be obtained from an adequate number of qualified sources (at least three) for services, supplies, or other property that cost more than $3,000 but does not exceed $10,000. Documentation of price or cost analysis must be submitted to the Institutional and Academic Grants Office along with the Oral Price Quotes and the Purchasing Requisition. Whenever the lowest quotation is not selected, justification is required to be submitted to the Institutional and Academic Grants Office.**

**(c) Competitive Written Price Quotations Required. Written price quotations must be obtained from an adequate number of qualified sources (at least three) for services, supplies, or other property that cost more than $10,000 but does not exceed $25,000. Documentation of price or cost analysis must be submitted to the Institutional and Academic Grants Office along with the Written Price Quotes and the Purchasing Requisition. Whenever the lowest quotation is not selected, justification is required to be submitted to the Institutional and Academic Grants Office.**

**(d) Procurement by Sealed Bids – Sealed Bids, i.e. the formal bid process must be coordinated through the Purchasing Department. Formal Advertising will be utilized for services, supplies, or other property that cost more than $25,000.**

**(e) Procurement by noncompetitive proposals/Sole Source. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply: (1) The item is available only from a single source; (2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation; (3) A Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from King’s College; or (4) After solicitation of a number of sources, competition is determined inadequate. Documentation as to why there is only a Sole Source must be submitted to the Institutional and Academic Grants Office along with the Purchasing Requisition.**

**Project Director/Principal Investigator: Date:**

***APPROVALS REQUIRED***

**Department Chairperson: Date:**

**Vice President for Academic Affairs: Date:**

**Vice President for Business Affairs and Chief Financial Officer: Date:**