

INTERNAL ACADEMIC APPROVAL OF SPONSORED PROGRAMS

Office of Sponsored Programs, 402 Miller Building, SUNY Cortland
Phone: 607 753-2511 Fax: 607 753-5590
Email: amy.henderson-harr@cortland.edu or thomas.frank@cortland.edu

This form must accompany all sponsored programs Proposals. Please complete the entire form, print, obtain appropriate signatures and forward to OSP. The proposal must be submitted to OSP at least ten (10) days before the sponsor deadline.

Principal Investigator: _____ Co-PI (if any): _____

Department: _____ School: _____

Sponsor: _____ Sponsor Deadline: _____ Receipt Postmark

Title of Proposal: _____

Project type: Pre-proposal New Continuation (Noncompetitive) Renewal (Competitive) Revised

Period of performance: _____ Amount Requested: \$ _____

The applicant for all proposals is: "The Research Foundation for SUNY on behalf of and in conjunction with SUNY Cortland"

Proposal Preparation Checklist: *Check all that apply*

1. This project involves the use of Human subjects.
2. This project uses DNA or RNA molecules, viruses, bacteria, cells, and/or organisms constructed with Recombinant DNA methodology or techniques.
3. This project uses live vertebrate animals, requiring animal protocol approval.
4. Neither I myself, nor any of my immediate household members, nor any key personnel on this project have any financial interests in or managerial responsibilities with the proposed project that could create a conflict of interest. (If yes, attach an explanation.)
5. This project will involve faculty leave or release time from teaching or other obligation for the following semester(s): _____
6. This project involves curricular proposals.
7. This project involves foreign travel to: _____
8. This project is a collaborative project with subcontracts.
9. This project involves soliciting funds from private donors, individuals, foundations and/or corporations.
10. This project involves the purchase and/or use of specialized computers or other high-tech equipment. (If yes, attach an explanation.)
11. This project requires substantive faculty effort, space or VP matching funds.

Matching Funds

Matching Funds amount: \$ _____

Matching Funds Description:

Academic Year Effort:

The PI will devote _____% of the total academic year effort to the project, of which _____ % will be charged to the sponsor.

The CO-PI will devote _____ % of the total academic year effort to the project, of which _____ % will be charged to the sponsor.

Additional Information/Comments:

All Proposals must be submitted to OSP ten (10) days prior to the sponsor deadline

Note: The signatures below denote a commitment to the project (personnel, resources, and space) as well as the cost share identified above. In addition, signatories certify that the project is compatible with the objectives of the State University of New York College at Cortland.

Principal Investigator: _____ Date _____

Co-PI (if applicable): _____ Date _____

Department Chair/Director: _____ Date _____

School Dean: _____ Date _____

School Dean: _____ Date _____

Office of Sponsored Programs: _____ Date _____

Information Resources: _____ Date _____

Projects that require substantive faculty effort, space, or cost sharing commitments require approval of the Provost and VP for Finance and Management prior to proposal submission.

Provost and VP for Academic Affairs: _____ Date _____

VP for Finance & Management/OM: _____ Date _____

Conflict of Interest Disclosure Statement

Upon application for federal funds and annually thereafter during the life of a Research Foundation award

All SUNY Cortland investigators and co-investigators seeking external sponsored funding through the Research Foundation for SUNY to conduct scholarly activities are required to complete and file a signed disclosure form at the time of proposal submission and annually thereafter during the time of the Research Foundation award. Each investigator must complete this form for any National Science Foundation or Public Health Services direct or flow-through (subcontracted) proposal to be endorsed for submission.

Specific Instructions: Place a check in the appropriate column for each question. Once every question is answered, the investigator must certify the information by signing the bottom of the form. *The completed conflict of interest disclosure statement should be placed in a sealed envelope, marked confidential, and forwarded to Amy Henderson-Harr, Research and Sponsored Programs Office, 402 Miller Building.*

Note: RSPO will not release your award until it has been determined that an up-to-date disclosure is on file.

Investigator Name:		
Department/School:		
Proposal Title:		
Funding Source:		
Questions	Yes*	No
Do you, your spouse or dependent child(ren) hold a position of management, such as board member, director, officer, partner, trustee, employee or consultant with a sponsor, a vendor or (sub) contractor related to the sponsored program activity?		
Do you, your spouse or dependent child(ren) have significant financial interest in a Sponsor, a vendor or (sub) contractor related to your sponsored program activity? Significantly financial interest includes stock, stock options, and/or any other ownership interest valued at more than \$10,000 or 5% ownership.		
Is it reasonable to anticipate that your financial interest could be directly and significantly affected by the design, conduct, or reporting of your sponsored program activity?		
Investigator Certification: <ul style="list-style-type: none"> • I have read and understood the Conflict of Interest Policy • I agree to file a new or updated Disclosure Form if the answer to any of the above questions changes. • I certify that the answers to the declaration are accurate and truthful to the best of my knowledge. 		
Signature: _____ Date: _____		

* If the answer to any question is Yes, please contact *Amy Henderson-Harr* prior to submission of this form. She will send you a Disclosure Statement form (RF Exhibit A) to affirmative respondents to report affiliations, nature and source of employment that may reasonably appear to affect the research or educational activities funded, and outline of warrants or stocks and other investment interests that may reasonably appear to affect the proposed research or education activities that are a sum greater than \$10,000.