

PROPOSAL AUTHORIZATION FORM
(For instructions, see last page)
A. General Information

PRIMARY APPLICANT ORGANIZATION MSU-NORTHERN OTHER:		
PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR		INSTITUTION/COLLEGE/DEPARTMENT/PROGRAM
CO-DIRECTOR/CO-PRINCIPAL INVESTIGATOR <i>(if applicable)</i>		INSTITUTION/COLLEGE/DEPARTMENT/PROGRAM
PROJECT TITLE		
PROJECT DESCRIPTION		
FUNDING AGENCY OR ORGANIZATION		FUNDING AGENCY/ORG PROGRAM (IF APPLICABLE)
FUNDING OPPORTUNITY ANNOUNCEMENT URL OR LINK		PROPOSAL SUBMISSION DEADLINE
PERIOD OF FUNDING REQUESTED	FUNDING REQUESTED FROM SPONSOR	TOTAL PROJECT COST
FROM TO	\$	\$
TYPE OF APPLICATION		
NEW	RESUBMISSION	CONTINUATION/RENEWAL= BANNER INDEX:

B. Project Information

Does this project involve human subject research?	YES ¹	NO
Does this project involve living non-human animal subject research?	YES ²	NO
Does this project involve use of DNA or RNA molecules, viruses, bacteria, cells, or organisms constructed with rDNA methodology or techniques?	YES	NO
Does this project involve the use of infectious agents, toxins, controlled substances, radioactive substances, or hazardous materials?	YES	NO
Does this project involve participation of American Indian or other minority communities?	YES ³	NO
Does this project involve international travel? <i>If YES, location:</i>	YES	NO
¹ <i>If yes, you are required to seek review and approval or exemption from the Institutional Review Board (IRB) prior to beginning work on your project.</i>		
² <i>If yes, you may be required to seek review and approval from the Institutional Animal Care and Use Committee (IACUC). If you have a current approval, include a copy of the letter.</i>		
³ <i>If yes, include a letter of support or approval from these communities.</i>		

C. Subaward/subcontract information

N/A. This project does not involve a subaward or subcontract.		
MSUN will receive the sub		MSUN will issue the sub
SUBAWARD INSTITUTION	CO-PD/CO-PI	
CONTACT NAME <i>(if different from co-PD/PI)</i>	EMAIL	PHONE

D. Budget

1. Matching Funds and In-Kind Contributions

N/A. There are no matching funds or in-kind contributions for this project.	
Required matching funds	\$
Voluntary matching funds	\$
Source of matching funds <i>(include letter of commitment)</i> :	
Required in-kind contributions	\$ AND/OR DESCRIPTION:
Voluntary in-kind contributions	\$ AND/OR DESCRIPTION:
Source of in-kind contributions <i>(include letter of commitment)</i> :	

2. Personnel

N/A. No funds, release time, or additional personnel are requested for personnel.
Funds for all personnel participating in the project are included in the proposal budget, including student wages.
Faculty release time is required, as follows <i>(include letter of approval)</i> :
Additional personnel must be hired for this project, as follows:

3. Facilities, Equipment, and Information Technology

N/A. No requests or commitments are being made for facilities, equipment, or information technology.
Additional space or installation is required and the budget includes funds for these changes, as follows:
Equipment is required and the budget includes funds for purchase or lease.
MSUN will be expected to purchase or lease equipment <i>(see 1. Matching Funds for details)</i> .
Software, network storage, or other information technology services are required and the budget includes funds for purchase or services.
MSUN Information Technology Services will be expected to build, purchase, or provide services <i>(see 1. Matching Funds for details)</i> .
MSUN will be expected at a future date to replace or update equipment and/or software <i>(see 5. MSUN Commitment)</i> .

4. Indirect Cost Calculation

N/A. No salary, wages, or fringe benefits are included in the budget.
Indirect costs are not permitted by the funding organization <i>(include written documentation)</i> .
Funding organization's restricted rate of ____% is applied to the following <i>(include written documentation)</i> :
MSUN's federally negotiated rate of 40.00% is applied to all salaries and wages and stipends including all fringe benefits.
Other:

5. MSUN Commitment Beyond the Funded Period

(This may include programmatic commitments, staffing, equipment maintenance or replacement, unusual reporting, or other.)

N/A. No continuing commitment is required beyond the funded period.
The MSUN continuing commitment is required as follows:

6. Budget Details

N/A. MSUN is not receiving funding through the grant or through a subaward.
Separate budget document(s) is included for review. <i>(Applicant: If checked, you may leave the table below blank.)</i>

ITEM	FUNDING ORGANIZATION	THIRD PARTY MATCHING FUNDS	MSUN MATCHING FUNDS	TOTAL
	TOTAL	TOTAL	TOTAL	
SALARIES/WAGES				
BENEFITS				
SUBCONTRACTS				
CONTRACTED SERVICES				
EQUIPMENT				
SUPPLIES				
TRAVEL				
RENT				
REPAIR & MAINTENANCE				
OTHER				
TOTAL DIRECT COSTS				
INDIRECT COSTS (%)				
TOTAL PROJECT COST				

E. Project Director/Principal Investigator Compliance

I certify that if required, Time and Effort reports for all individuals associated with this project will be submitted as required by MSUN and the funding organization.
I agree to submit all progress reports as required by the funding organization.
I have read and will adhere to the MSUN policy on Misconduct in Research and Creative Activity (Policy 1140).
I will ensure that all project personnel will complete all necessary training prior to starting work on this project.
All key personnel have read the Montana State University Conflict of Interest Policy and have completed and submitted the appropriate Conflict of Interest Disclosure Form.

F. Authorizations and Certifications

Applicant: The Project Director/Principal Investigator certifies that the statements on this form are accurate and complete to the best of their knowledge and will comply with MSUN policies and guidelines in conducting the project if the funding is awarded. The Project Director/Principal Investigator also certifies that they are not delinquent on any federal debt.

Reviewers: Signatures certify that reviewers have read the proposal and budget, understand and accept the institutional or departmental commitments stated therein, and agree to the proposal's submission.

Project Director/Principal Investigator **Date**

Facilities Representative/Physical Plant Representative *(if required)* **Date**

Information Technology Services Representative *(if required)* **Date**

College Chair/Dean/Supervisor **Date**

Controller *(budget review)* **Date**

Dean of Learning Excellence and Sponsored Programs **Date**

FINAL APPROVAL FOR SUBMISSION

Chancellor **Date**

APPLICANT INSTRUCTIONS

This form must be completed for all proposals submitted to external organizations for support of research, scholarly activities, or other projects that may result in external funding coming to MSUN or in a contract, grant, or other agreement with MSUN on behalf of its faculty or staff.

It is recommended that you begin the approval process at least **1 week** prior to the submission deadline.

For additional services, such as checklists, templates, budget preparation, technical review, or editing, please contact the Grants Coordinator as early as possible.

Workflow

1. PD/PI sends all of the following documentation to the Grants Coordinator:
 - a. This completed form
 - b. A copy of the proposal
 - c. Supporting documentation (as needed)
2. Grants Coordinator routes the documents for review and approval in this order:
 - a. PD/PI
 - b. Facilities Representative/Physical Plant Representative (*if required*)
 - c. Information Technology Services Representative (*if required*)
 - d. Chair/Dean/Supervisor
 - e. Controller (*budget review*)
 - f. Dean of Learning Excellence and Sponsored Programs
 - g. Chancellor
3. After approved, proposal is submitted to:
 - a. **GRANTS.GOV:** Proposals are submitted by the Dean of Learning Excellence and Sponsored Programs.
 - b. **OTHER FUNDING ORGANIZATIONS:** Depending on the funding organization instructions, proposals may be submitted by PD/PI or by the Dean of Learning Excellence and Sponsored Programs.
4. Grants Coordinator sends a copy of this signed form and if applicable, documentation confirming successful proposal submission to the PD/PI.