**Stetson University**

**External Grant Form Procedures**

1. Email the Director of [Grants, Sponsored Research, and Strategic Initiatives](mailto:cbuckels@stetson.edu) to discuss plans and deadline.

2. Using the External Grant Form below, prepare a summary and budget (use the funder’s budget or contact the Grants Office), identifying any Stetson cost share or commitment. Enter your name, rank, and department on the signature page, along with your chair and dean.

3. Discuss the project with your department chair and dean.

4. Submit the External Grant Form to the Grants Office. The form should be submitted at least three weeks prior to any proposal deadline. The Grants Office will circulate the form using either DocuSign or emails for the approval process. Please contact either Carol Buckels or Sidney Johnston with any questions.

**Proposal Summary:**

Please compose a brief summary or abstract of the project.

A budget sample template appears below. The Grants Office will assist you in preparing the budget. Always use a budget template provided by the funder. The sample illustrates typical line items and the application of Facilities and Administrative (F&A) costs to grants.

Name of Funder (e.g., government agency, foundation)

Period of Performance (e.g., 1 year, 24 months)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Categories** | **Expenditure Type** | **Agency/ Funder** | **Stetson Cost share** | **Totals** |
| Salaries | PI/PD @ $x/month for x months + fringe benefits |  |  |  |
| Materials | laptop (computers defined as >$5,000 each) |  |  |  |
| Travel | Mileage at 44.5¢/mile |  |  |  |
| Equipment |  |  |  |  |
| **SUBTOTAL** | **Direct Costs** |  |  |  |
| F&A | Facilities & Administrative (F&A) costs; apply to the funder amounts and Stetson cost share - 39.09% of direct costs (do not include equipment) |  |  |  |
|  | **TOTALS** |  |  |  |

**Stetson University External Grant Form**

**Title:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Amount** $\_\_\_\_\_\_\_\_\_

Principal Investigator/Project Director Assurance:  I understand that I am responsible for managing and administering this project if it is funded.  This includes submitting any required progress, final, and budget reports.  I will provide a final copy of the proposal, reports, and any other related documents to the Grants Office.

|  |  |  |  |
| --- | --- | --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  PI/PD rank and department type name | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Approved | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Co-PI/PD rank and department type name  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Chair rank and department type name  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  TBD  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Dean, College or School type name | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Approved  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Approved  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Approved  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Approved  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Approved | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  TBD  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Associate Vice President of Budget Melissa Peters  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Director Grants, Sponsored Research, and Strategic Initiatives Carol Buckels | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Approved  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Approved  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Approved | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Executive Director Academic Administration - Academic Affairs Richard Tysor  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TBD  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TBD  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Executive Vice President & Provost Noel Painter  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ President Wendy B. Libby | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Approved  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Approved  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Approved  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Approved  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Approved | |