Stetson University
External Grant Form Procedures

1. Email the Director of Grants, Sponsored Research, and Strategic Initiatives 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 within five days of a proposal deadline. The Grants Office will route the form for approvals using either DocuSign or emails. Please contact Carol Buckels or Sidney Johnston with any concerns and questions.

Proposal Summary / Abstract: (1-2 paragraphs)

Cost Sharing: (Y/N) if yes, please provide FOAP to confirm matching source or in-kind effort.

Period of Performance:

Due Date:

F&A/IDC: (Y/N) if no or less than full F&A, please provide a statement to that effect from the funder or agency.

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 based on person-month effort + fringe benefits			
Wages	Undergraduate student wages + part-time fringe benefits			
Materials	Various items and computers <$5,000 each			
Travel	Mileage 44.5¢/mile; per diem lodging/food; air travel			
Equipment	Research instruments; computers >$5,000 each			
SUBTOTAL	**Direct Costs**			
F&A	Facilities & Administrative (F&A) costs; apply to the funder amounts and Stetson's cost share - 39.09% of direct costs (do not include equipment)			
	TOTALS			

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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   Date Approved

_____   _____

TBD   Date Approved

_____   _____

Chair rank and department   type name   Date Approved

_____   _____

 TBD   Date Approved

_____   _____

 Dean, College or School   type name   Date Approved

_____   _____

TBD   Date Approved

_____   _____

Associate Vice President for Budgeting & Finance   Tera Alcala   Date Approved

_____   _____

Director Grants, Sponsored Research, and Strategic Initiatives   Carol Buckels   Date Approved

_____   _____

Executive Director Academic Administration - Academic Affairs   Richard Tysor   Date Approved

_____   _____

TBD   Date Approved

_____   _____

TBD   Date Approved

_____   _____

Provost & Vice President   Elizabeth Skomp   Date Approved

_____   _____

President   Christopher F. Roellke Date Approved