# Data Sheet for Grant Proposals

**Proposal Info**

**Lead Faculty Member(s)/PI(s)**  
**Department(s)/Program(s)**  
**Phone/Email**

**Project Title**

**Submission Deadline**  
☐ Receipt  
☐ Postmark

**Sponsor/Funder**

**Project Type:**  
☐ Research  
☐ Training  
☐ Program Development  
☐ Fellowship  
☐ Equipment  
☐ Other __________

**Proposal Type:**  
☐ New  
☐ Renewal  
☐ Continuation  
☐ Supplement  
☐ Transfer  
☐ Other __________

**Project Period:**  
Start date: __________________________  
End Date: ______________________________

## Budget Info

<table>
<thead>
<tr>
<th></th>
<th>Requested from Sponsor</th>
<th>NYIT Contribution/In-Kind(1)</th>
<th>Other Contribution(2)</th>
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<tbody>
<tr>
<td><strong>Direct Costs</strong></td>
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<tr>
<td><strong>Indirect (Facilities &amp; Administrative) Costs</strong></td>
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<tr>
<td><strong>Total Costs</strong></td>
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**What is the allowable indirect cost rate?**  
________ % of  
☐ Salaries & Wages(3)  
☐ Total Direct Costs  
☐ Modified Total Direct Costs

**Does the proposal include a subcontract to another institution?**  
☐ Yes(4)  
Institution: ______________________  
☐ No

## Personnel

<table>
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<tr>
<th>Name</th>
<th>Percent effort devoted to this project</th>
<th>Semester</th>
<th>Dollar Amount Requested</th>
<th>Number of Credits/ELH</th>
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## Compliance and Commitments

### A) Facilities

Does this project require:  
☐ Additional space (check type)  
☐ Laboratory  
☐ Office  
☐ Renovation  
☐ Additional electrical wiring  
☐ Hazardous materials  
☐ Additional Telephones/Computer Networking

If any of these boxes are checked then the following signature is required:

Vice President for Information Technology and Infrastructure/Date

### B) Institutionalization

Does the sponsor require the College to assume some or all of project costs after the end of the grant period?  
☐ Yes  
☐ No

If Yes, provide a detailed explanation on a separate sheet.
(C) Research with Human or Nonhuman Animal Subjects

Does this project involve research with human subjects?  □ Yes  Status of IRB approval:
□ Approved (approval date: ____________)  □ Pending

□ No

Does this project involve research with nonhuman animal subjects?  □ Yes  Status of IACUC approval:
□ Approved (approval date: ____________)  □ Pending

□ No

Certifications

As the project director and/or faculty participant, I affirm that I will fulfill the requirements of any grant or contract received as a result of this application and comply with all applicable federal, state and NYIT regulations governing the conduct of sponsored programs. I/we certify that I/we am/are not debarred or suspended from dealing with the federal government.

I/we further certify: (1) that the information submitted within the application is true, complete and accurate to the best of my/our knowledge; (2) that any false, fictitious, or fraudulent statements or claims may subject me/us to criminal, civil, or administrative penalties; and (3) that I/we agree to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of the application.

_________________________________________
Faculty Participant/Project Director (1)/Date   Faculty Participant/Project Director (2)/Date

Approvals

A) All Proposals

The proposed project has been reviewed by this office.

The proposed budget has been reviewed by this office.

Director, Sponsored Programs and Research/Date

Grants Administrator, Office of Financial Affairs/Date

B) Academic Proposals

Any proposal arising from one of NYIT’s eight schools must have the following approvals. By their signatures below the Department Chair(s) and/or the Dean(s) (as appropriate) affirm[s] that the cost-sharing components incorporated in the proposed project budget reflect an accurate and acceptable contribution to the project, and the Department or School will provide, or arrange to provide, documentation which will meet the needs of the sponsor’s auditors for cost sharing commitments, and that the Department or School will provide or arrange to provide any NYIT cost share.

______________________________________
Department Chair (1)/Date    Department Chair (2)/Date

______________________________________
Dean (1)/Date      Dean (2)/Date

Health sciences proposals must be approved by the Vice President for Health Sciences and Medical Affairs:

All proposals must be approved by the Provost/Vice President for Academic Affairs:

______________________________________
Vice President for Health Sciences & Medical Affairs/Date

Provost/Vice President for Academic Affairs/Date

C) Nonacademic Proposals

All nonacademic proposals must be approved by the President:

______________________________________
President/Date

Notes:

(1) If cost sharing or in-kind contributions are required, please provide information on the source of these funds on a separate page.

(2) Please indicate the source of other funds for the proposed project.

(3) NYIT’s negotiated on-campus indirect (F&A) cost rate is 71.0% of salaries and wages for the period 09/01/07 to 08/31/10, and 70.0% of salaries and wages for the period 09/01/10 to 08/31/13. NYIT’s negotiated off-campus F&A rate is 35.0% of salaries and wages for the period 09/01/07 to 08/31/10, and 24.0% of salaries and wages for the period 09/01/10 to 08/31/13.

(4) Contact OSPAR, x7737, for guidelines on subcontracting.
Instructions for Completing the New York Institute of Technology
Data Sheet for Grant Proposals

All proposals to external funding sources must be submitted to the Office of Sponsored Programs and Research, Tower House, Second Floor.

The Data Sheet for Grant Proposals should be completed and signed for all proposals to external funding sources.

Proposals for NYIT-sponsored grant programs do NOT require the Data Sheet.

For all applications other than NYIT-sponsored grant programs, please observe the following policies and procedures.

1. At least one month in advance of the sponsor deadline, schedule a meeting with the Director of Sponsored Programs and Research to discuss the project, budget, and other resource issues.

2. Proposals to private foundations and corporate sponsors will be handled on a case by case basis. No proposals, pre-proposals, or letters of intent may be submitted to private or corporate sponsors without the clearance of the Office of Sponsored Programs and Research and of the Development Office.

3. The applicant should complete the Data Sheet, sign it, and obtain the required signatures. These signatures verify that pertinent issues have been discussed and that project content, provisions for reassigned time, cost sharing, and other programmatic issues are authorized for submission. All proposals should be submitted to the Office of Sponsored Programs and Research at least two weeks prior to sponsor deadlines.

4. Wherever possible, the Office of Sponsored Programs and Research will assist with the transmission of proposals for signature outside of the individual schools.

5. Research with Human and Animal Subjects
   NYIT maintains an Institutional Review Board (IRB) for review of proposed research with human subjects and an Institutional Animal Care and Use Committee (IACUC) for review of proposed research with nonhuman subjects. If you are planning to conduct research involving human or animal subjects in any way, please contact the Office of Sponsored Programs and Research for information on obtaining approval of the research.

6. The Office of Sponsored Programs and Research will photocopy and mail completed proposals which follow the above procedures and meet the internal deadlines.