

## Grant Application Submission Form

This form must be filled out and signed before any external grant proposals are submitted (electronically or hard copy if mailed) to the respective funding agency. The completed form needs to be returned to the Planning and Grant Development Office.

### 1. Grant Proposal Information

Grant Title:

Granting Agency:

### 2. Grant Writer Information

**Grant Writer's Name:**

Title:

Phone:

E-mail:

### 3. Principal Investigator/Project Director, Project Manager, and Key Personnel Information

**Principal Investigator/Project Director's Name:**

Title:

Phone:

E-mail:

**Project Manager's Name:**

Title:

Phone:

E-mail:

**Co-Investigator/Key Personnel 1 Name:**

Title:

Phone:

E-mail:

**Co-Investigator/Key Personnel 2 Name:**

Title:

Phone:

E-mail:

**Co-Investigator/Key Personnel 3 Name:**

Title:

Phone:

E-mail:

#### 4. Principal Investigator/Project Director/Project Manager Assurances

I have read the above identified grant proposal in its final format. The information, factual statements, and cost estimates contained in the grant proposal and in any and all supplemental materials submitted with the grant proposal are true, complete, and accurate to the best of my knowledge. I understand that willful provision of false, misleading, fictitious, or fraudulent statements or claims in this application and its supporting documents or in reports required under an ensuing award may subject me to criminal, civil, or administrative penalties.

If the proposal is funded, I agree to accept responsibility for the implementation of the project and will conduct the project in accordance with the terms and conditions of the sponsoring/funding agency, applicable federal and state laws and regulations, and College of Southern Idaho policies and procedures. I am fully aware of and am fully responsible for meeting all the requirements of the award, including providing the proper stewardship of sponsored funds and submitting all required reports and deliverables on a timely basis and in accordance with Federal policy or funding guidelines. I understand that any misuse of funds or apparent violations of a criminal law or malfeasance, misfeasance, or nonfeasance in connection with the grant will be reported to the appropriate authorities for further action.

No individual listed on this project or to be added to this project has been excluded (or, I have not been excluded) by the Office of Inspector General (OIG) from participation in federal programs or has been excluded from participation in government contracts by the General Services Administration (GSA).

All faculty and staff members involved in the grant have been advised of the College's Conflict of Interest Policy and, if applicable, a current Disclosure of Significant Financial Relationship form has been submitted with this proposal or is on file with the Business Office/Grant Development Office. I have read the College's Conflict of Interest Policy and agree to abide by its terms. I further agree to manage, reduce or eliminate any actual or potential financial conflict of interest before conducting any grant related activity where a conflict of interest has been identified.

By signing below, I certify that I have read the above statements, and I further certify that the above statements are accurate and truthful to the best of my knowledge and belief.

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Principal Investigator/Project Director

Date

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Project Manager

Date

#### 5. Grant Writer Assurances

I have carefully read and understood the grant requirements and applicable guidelines. I have written the grant proposal in accordance with the terms and conditions of the sponsoring/funding agency, applicable federal and state laws and regulations, and College of Southern Idaho policies and procedures.

The information, data, factual statements, and cost estimates contained in the grant proposal and in any and all supplemental materials submitted with the grant proposal are true, complete, and accurate to the best of my knowledge. I have made a good faith effort to verify the information, data, factual statements, and cost estimates incorporated into the grant proposal. In writing this proposal I have strictly adhered to the rules of proper scholarship and attribution, providing citations for source materials relied upon. Intellectual property owned by others that have been incorporated into the grant proposal were either authorized under one of the exemptions (e.g. fair use) or were incorporated with permission. I understand that willful provision of false, misleading, fictitious, or fraudulent statements or claims in this application and its supporting documents or in reports required under an ensuing award may subject me to criminal, civil, or administrative penalties. I understand that any apparent violations of a criminal law or malfeasance, misfeasance, or nonfeasance in connection with the grant will be reported to the appropriate authorities for further action.

By signing below, I certify that I have read the above statements, and I further certify that the statements are accurate and truthful to the best of my knowledge and belief.

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Grant Writer

Date

#### 6. Co-Investigator(s)/Key Personnel Assurances

By signing below, I certify that I have read the above identified grant proposal in its final format, understand my responsibilities outlined in the proposal, and will participate in the project at the effort as proposed in this application.

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Co-Investigator/Key Personnel 1

Date

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Co-Investigator/Key Personnel 2

Date

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Co-Investigator/Key Personnel 3

Date