



Project Concept Form – New Grant Proposal

- Grant proposals submitted on behalf of SUNY Broome require review and approval by delegated authorities. The Sponsored Programs Office (SPO) submits all grant applications to funding sources. No other individuals are authorized to submit grant proposals to external funders without the approval of the President or his designee.
- Individuals interested in pursuing external grant funds must first complete the Project Concept Form – New grant Proposal Form to initiate the project concept review/approval process.
- Upon Dean and VP approval, **submit the completed form with any attachments** to tiernodb@sunybroome.edu. The form should be completed prior to preparing a grant proposal and well in advance (minimally 5 business days) of the grant submission deadline.

Project Information

Project Title or Funding Opportunity Name: _____

Department / Division: _____ Funder (if known): _____

Proposal Due Date: _____ Project Period From: _____ to _____

Consider the following when evaluating the project idea or grant opportunity:

- YES NO NOT SURE The project aligns with SUNY Broome’s Strategic Plan, or department goals or priorities.
- YES NO NOT SURE The project addresses a specific need at SUNY Broome.
- YES NO NOT SURE The project will have positive impact on students, the campus, and the community.
- YES NO NOT SURE SUNY Broome has the required capacity and expertise to pursue this opportunity.

Project Budget

Approx. Budget Total for Entire Project: _____ Allowed Funding Range (if known): _____

YES NO Matching funds required? If Yes, what percent: _____

Source(s) of Matching Funds: _____

Check all that apply and provide costs estimate(s):

- Personnel* \$ _____
- Supplies \$ _____
- Equipment \$ _____
- Training, Travel \$ _____
- Facilities, Furnishings, Space, Electrical \$ _____
- IT, Computer, Phone, Networking: \$ _____
- Marketing \$ _____
- Consultants, Vendor Services \$ _____
- Other: Please identify _____

Project Personnel* - Include Project Lead (PL), Other College Personnel, Grant-Funded Positions

Name / Title	% of Time on Project	Anticipated Compensation Type In-kind, Grant-Funded Extra Duties, Stipend, Release Time, etc.

**It is the PL’s responsibility to obtain position titles and pay rates for all project assignments from HR, and to submit any required New Position Duty Statement(s) to HR.*

Other College Stakeholder Support Needed for Project – Check all that apply†

- Information Technology Services (ITS) - If project involves software/hardware upgrades, purchases, installation; data ports (Ethernet, wireless hub); dedicated hardware/server space; secure data storage, etc.
- Institutional Effectiveness (IE)
- Marketing & Communications (MarCom)

- Facilities Management – If project involves new space or modifying existing space (i.e., door/access, furniture, equipment, flooring, ceiling, wall finishes, electrical, lighting, heat, cooling, ventilation, plumbing (water, drains).
- Collaborations: Please identify _____
- Other: Please identify _____

**It is the PL's responsibility to review the project concept and obtain support from all identified stakeholders prior to proposal submission.*

Checklist of Potential Compliance Obligations – Check All That Apply

- Institutional Review Board (IRB):** If applicable, it is the PL's responsibility to submit human subjects' protocol(s) for IRB review.
- Financial Conflict of Interest (FCOI):** If the PL, their spouse/partner, or their immediate family/household members have an FCOI with the project, please attach a statement of disclosure. *FCOI includes salary or other payments for services, equity interests, intellectual property rights, or financial interest held by these stakeholders, or entities affiliated by these stakeholders, that would reasonably appear to be affected by the activities proposed for funding.*
- Sustainability/Maintenance Requirements?** If the project requires institutional sustainability or maintenance funds once the award is concluded, please discuss feasibility with Dean/Director or VP.

Project Concept Overview - Answer as many of the questions below as possible. Attach additional page(s) if needed.

1. How does Project Align with SUNY Broome's Strategic Plan, or department goals or priorities?
2. How is the Project's Need supported by data, cited research, best practices?
3. WHAT will be done, HOW will it be done, and WHO will do it?
4. What are the expected results and benefits to students?

Required Project Approvals and Signatures to Be Obtained by Project Initiator

Signing below acknowledges that the Project Initiator has discussed the project and related needs with the department/division, and the Signer supports grant proposal and budget development in alignment with project concept overview.

Project Lead

Date

Divisional Dean or Director

Date

Vice President

Date