

Trinity College Transmittal Form

All faculty or staff seeking outside funding must submit a transmittal form. This form ensures that all interested parties on campus are aware that a grant is being sought and that any college resources needed are approved on a preliminary basis. Grants that are awarded without a transmittal form may be declined by the College. Here are the questions you'll be asked with notes to explain them. If you still have questions, please contact the Grants Office at grantsoffice@trincoll.edu.

Transmittal Form

As you fill in this form and prepare your funding proposal, you may wish to refer to the Faculty Manual or the IRB Manual.

Assurances Statement *

All starred items must be answered in order to submit.

- I acknowledge and accept responsibility for the technical content and quality of the proposed project.
- I assure that the information contained on this form is true, accurate and complete to the best of my knowledge.
- I acknowledge and accept responsibility for the financial and research/academic conduct of this project, and to be bound by the terms, conditions, and reporting requirements of any award agreement which supports this activity and by Trinity College policies.
- I understand that any false, fictitious or fraudulent statements or claims may subject me to criminal, civil, administrative, or institutional penalties.
- I certify that I have not been debarred or suspended from doing government-sponsored work.
- I understand that if my project is not fully funded by external sources, the college has no obligation to make up any funding shortfall unless otherwise and specifically arranged.

Don't forget to click all the assurances indicating your understanding and agreement.

Project Director *

Your Department

Please Select...

Please Select...

Find your name and department in the dropdown menus. Use the department that best aligns with this project.

Your Email *

youremail@trincoll.edu

If your email has not been auto filled, enter it.

Are you your department's chair? *

Yes No

If you are the department chair, click "Yes" and, when submitted, this form will go straight to the Grants Office for review. If you are not, click "No." The chair dropdown menu will appear. Select your department chair, who will receive this form for review.

Chair? *

You won't see this if you are the department chair.

Please Select...



Additional Trinity Personnel

If other Trinity faculty or staff are directly involved in this project, use the dropdown menus to select them and their department.

Name

Department

Please Select...



Please Select...



Click the plus to add more personnel as necessary.

Trinity's role in the project *

Lead

Sub-awardee

If this grant will be paid by the funder to Trinity, whether you are working with another institution or not, click "Lead."
If this grant is being paid to another institution which will then make payments to support your work at Trinity, click "Sub-awardee."

Other Institutions

[For projects with Other Institutions]

Name of Collaborator

Department

Institution



If you are working with anyone from another institution on this project, add their information here. Click to add as many as needed.

Project Title *

Non-technical Project Description / Abstract *

If you have a formal project abstract, please copy and past that here. Please use non-technical terms that someone outside your field could reasonably understand. If you do not have an abstract, please provide a short description of your project

0 of 5000 max characters

No, you do not have to use all 5,000 characters....

Grant Activity / Type of Support *

(Check all that apply)

- Research
- Conference
- Curriculum
- Training
- Equipment
- Community Outreach
- Public Service
- Arts Performance
- Other

What will the grant support?

Other type of support detail *

Note that equipment is defined as costing greater than \$5,000. For example, a computer would not be equipment unless it cost more than \$5,000.

This box only appears if "Other" is checked above.

Funding Agency

Type of Proposal

- New
- Renewal
- Supplement
- Other

What foundation, corporate entity, or government agency are you applying to for funding?

Funding Agency *

Is there a division within the funder that is sponsoring this grant opportunity? Or is it a particular grant program of the funder?

Program or Division

Is there program officer or other contact at the funder that you know of or have been in contact with? Please list their name and number here.

Contact name

Contact Phone

Agency Deadline

Note: this transmittal form must be completed and fully reviewed ten business days prior to the agency deadline.

mm/dd/yyyy

When is the proposal due at the funder?

RFP Link

http://

Does the funder have a website or is there webpage for the announcement for the grant opportunity or for the request for proposal (RFP), i.e., the grant description and guidelines?

Project Period

From *

mm/dd/yyyy

To *

mm/dd/yyyy

When will you be using the funds that you seek?

External Funding Source

- Government
- Private (Corporations/Foundation)
- Other

Where is the funding coming from? If you are not sure, use the "Other" box to briefly explain.

A. Outside agency funds requested

B. College Funds Requested

A + B Total Budget Request

(e.g. cost-sharing, cash match)

In A, enter the amount you are requesting from the funding source.

In B, enter any funds that will come from college sources to support your project or research, such as departmental or start up funds. Do not list matching funds for an extended leave.

This box will fill automatically.

Attach Budget *

Browse

No file selected

Accepted file types: xlsx, xls, doc, docx, pdf, Max. file size: 1 MB

You must attach a budget. It can be simple; it can be a draft. If you have questions or need help, please reach out to the Grants Office.

Attach Budget Justification

Browse

No file selected

Accepted file types: xlsx, xls, doc, docx, pdf, Max. file size: 1 MB

Attach a budget justification if the funder requires one or if you feel it will help clarify your budget. Again, the Grants Office is happy to help.

Some funders require applicants to match grant funds with funds from their institution and/or other external sources.

Matching Funds *

Are matching funds required as a formal condition of application by the grant maker? If so, what is the amount and what College resource will be used?

Yes No

If you click "Yes," these boxes appear.

Matching Fund Amount *

What amount does the funder require for matching funds? This could be a dollar figure or a percentage of your budget. If a percentage calculate the dollar figure.

Matching Fund's Source, e.g., department, FRC award, etc. *

Where are the matching funds coming from? Will they come from departmental funds? Start up funds? The Grants Office can help you determine how to respond to this question.

Does the funding agency allow or require indirect costs? *

Yes
 No

Indirect costs are costs outside of your direct budget which help cover College costs such as for heating and maintenance of buildings. Some funders do not allow them; others require them.

Does the funder limit indirects?

Yes
 No

If you click yes to the previous question, this will appear. Some funders who allow or require indirects will cap them. This should be outlined in the grant RFP. The Grants Office can help you.

Explain *

If you click yes to the previous question, this box will appear. Briefly, explain how the funder limits indirect costs. If you have questions, the Grants Office can help.

Are you seeking funding a course release? Please make sure you discuss this with your department chair and the office of the Dean of Faculty.

Faculty Time Release *

Is release time requested as part of this application? If so, the request should be discussed with the department chair and the Dean of the Faculty before the proposal is submitted. The Department Chair signature on this document indicates approval of the proposed release time.

Yes No

Quadrennial Leave *

Will you be on quadrennial leave during the period of this grant?

Yes No

If you will be on quadrennial leave when the grant is running, click "Yes." If you click "Yes," you will be asked if you are planning to extend your leave.

Quadrennial Leave Extension *

Are you seeking to extend your sabbatical?

Yes No

If you will be seeking to extend your sabbatical, this section will open. You may wish to seek a grant to support this extension and you may wish the college to provide matching funds. By clicking this box, you acknowledge that you understand the College's matching fund policy.

Matching Funds *

I understand that college matching funds are available to support sabbatical extension. The college will only match external funds that are designated by the funder for salary. As described in the Faculty Manual §A.3.3, matching funds are capped as follows:

The College will top up the grant, either by a) matching the amount of the grants; or by b) supplementing the amount of the grant up to the faculty member's full salary for the appropriate period, whichever is less.

Will your project require the hiring of personnel or additional effort (time) from existing staff or faculty? Be sure your budget accounts for all aspects of salary including the proper benefits. If you have questions, please reach out to the Grants Office staff.

New Personnel *

Will this application commit the College to new personnel or increased effort by existing staff? The grant budget must provide all salary and benefits in accordance with standard College personnel and benefit policies for comparable positions in the employee category.

- Yes No NA

Equipment *

Will the grant or contract cover all expenses for purchase, installation and maintenance of equipment?

- Yes
 No
 NA

If you the grant project includes the purchase of new equipment and if the grant funds will not cover all expenses for that equipment, this note will appear.

You may be asked to identify the source and amount required in each category.

Space *

Will the project require alteration of existing space or new facilities? If so, provide a concise description of the plan and the cost estimate and provide the name of a contact person for further details.

- Yes
 No
 NA

If you answer yes, the note below will appear. Please provide the necessary description in a budget justification to be attached to this transmittal form.

You may be asked to provide a concise plan and the cost estimate and provide the name of a contact person for further details.

Will your project if funded require computer services above and beyond those normally provided to staff and faculty? If you are not sure, contact the Grants Office, and we will help you determine what you need to consider.

Computer Services *

Have hardware, software and/or computing time been requested from the sponsor? Feasibility of technical support must be discussed with the director of computing services before the proposal is submitted.

- Yes
- No
- NA

Compliance Checklist

The following assurances are required under federal regulations; please complete this section even if the application is to a non-federal funding agency.

Does the project involve human subjects? *

- Yes
- No
- NA

A human subject is "a living individual about whom an investigator (whether professional or student) conducting research:

- Obtains information or biospecimens through intervention or interaction with the individual, and uses, studies, or analyzes the information or biospecimens; or**
- Obtains, uses, studies, analyzes, or generates identifiable private information or identifiable biospecimens."**

Have you pursued approval from the IRB? *

- Yes
- No
- NA

If you answered yes on the previous question, this question will appear. All human subject research must be reviewed by an institutional review board (IRB), which ensures the protocol conforms with ethical standards. Information on Trinity's IRB can be found here: <https://commons.trincoll.edu/irb/>.

If you answer "Yes" on the previous question, these questions appear regarding your IRB approval. Please enter the date that your protocol was approved and the name of the institution whose IRB approved your protocol.

Date of IRB approval *

Applicant acknowledges human subjects research requiring IRB approval.

Institution Name *

Does the project involve animal subjects? *

- Yes
- No
- NA

The Public Health Service (PHS) defines "animal" as such:
"Animal - Any live, vertebrate animal used or intended for use in research, research training, experimentation, or biological testing or for related purposes."

Have you pursued approval from the Institutional Animal Care and Use Committee? *

- Yes
- No
- NA

If you answered yes on the previous question, this question will appear. All animal subject research must be reviewed by an institutional animal care and use committee. IACUC reviews animal use protocols (both new and ongoing) based on the guidelines set down in Public Health Service (PHS) policy on Humane Care and Use of Laboratory Animals and in the Animal Welfare Act. Information on Trinity's IACUC can be found here: <https://www.trincoll.edu/dean-of-faculty/faculty-development/faculty-leaves-grants-and-funds/iacuc/>.

Date of IACUC approval *

Applicant acknowledges human subjects research requiring IRB approval.

Institution Name *

If you answer "Yes" on the previous question, these questions appear regarding your IACUC approval. Please enter the date that your protocol was approved and the name of the institution whose IACUC approved your protocol.

Is the proposed grant to be submitted to the NIH or NSF? *

- Yes, NIH
- Yes, NSF
- Neither

If you click “Neither,” you are finished! Click submit. If the Grants Office has questions, we’ll be in touch.

Are you submitting a grant request to the National Institutes of Health or the National Science Foundation, both of which are Federal Government programs?

If you click either “Yes, NIH” or “Yes, NSF,” the following FCOI (Financial Conflict of Interest) section appears with information and questions.

FCOI Questions (Financial Conflict of Interest)

NIH and NSF funding requires that grant seekers certify they are compliant with the Trinity College financial conflict of interest (FCOI) policy. Before grant seekers submit applications to the NIH or NSF, they and all personnel involved in the research or program to be funded must do the following:

- Review the College’s Financial Conflict of Interest Policy ([Faculty Manual, section A.7](#)) with the Grants Office;
- Complete training requirements detailed in that Policy and provide proof of training to the Grants Office; and
- Complete the college’s [FCOI disclosure form](#) and provide it to the Grants Office. This form must be updated as necessary for the duration of a grant award.

If you have not completed the above, the Grants Office will provide guidance in order to meet this requirement.

I certify that I am in compliance with the Trinity College Financial Conflict of Interest (FCOI). *

If you are uncertain how to answer, click “No.”

- Yes
- No

If you click “Yes” to certify you are in compliance with the College FCOI policy, the following certifications will appear. Check all that apply.

I certify the following for myself and all personnel on the grant:

- I have reviewed the College’s Financial Conflict of Interest Policy (Faculty Manual, section A.7) with the Grants Office.
- I have completed the training requirements detailed in that Policy and have provided proof of completion to the Grants Office.
- I have completed the College’s FCOI disclosure form and provided it to the Grants Office.
- I understand that the FCOI disclosure form must be updated throughout the duration of the grant award.
- All other personnel on the grant (as defined by the funder) have completed all of the above.

If you have not checked all of the above, please change your answer above to “No” and continue to complete and submit this form. A member of the Grants Office will contact you to help you meet these compliance requirements.

To help the Grants Office prepare your application, please check all that apply:

If you click "No" that you are not in compliance with the College FCOI policy, the following certifications will appear. Check all that apply.

- I have reviewed the College's Financial Conflict of Interest Policy (Faculty Manual, section A.7) discussed any questions with the Grants Office.
- I have completed the training requirements detailed in that Policy and have provided proof of completion to the Grants Office.
- I have completed the College's FCOI disclosure form and provided it to the Grants Office.
- All other personnel on the grant (as defined by the funder) have completed all of the above.
- None of the above

A member of the Grants Office will contact you to provide assistance in meeting these compliance requirements.

Proof of Compliance or FCOI Disclosure Form

Regardless of whether you are in compliance with the FCOI policy, this upload button will appear. You only need to use it if you have the disclosure form completed.

Browse

No file selected

Max. file size: 1 MB

Safe & Inclusive research environment for off-site research for NSF applications

If you click "Yes, NSF," the following Safe and Inclusive prompts will also appear after the FCOI prompts.

NSF's new PAPPG (Proposal & Award Policies & Procedures Guide), effective for proposals due on or after January 30, 2023, requires that PIs proposing research with off-campus or off-site work certify that they have a plan in place for creating and maintaining a safe and inclusive working environment for that off-campus and off-site research.

The NSF defines "off-campus or off-site research" as follows:

"Off-campus or off-site research" is defined as data/information/samples being collected off-campus or off-site, such as fieldwork, and research activities on vessels and aircraft. Each proposing organization must determine whether the proposed work is considered off-campus or off-site. This does not include off-campus or off-site research being done for education or outreach.

Will your research include off-campus or off-site research as defined by the NSF? *

Yes

No

Answer this based on the information above. If you are uncertain, talk to the Grants Office.

If you click "No," you are finished! Click submit, and if the Grants office has questions, we'll be in touch.

Before grant seekers planning to do off-site work submit applications to the NSF, they must complete Trinity's Plan for Safe and Inclusive Off-Site Research. If you have not completed the plan, the Grants Office can provide guidance to meet this requirement.

I certify that I am in compliance with the Trinity College Plan for Safe & Inclusive Off-Site Research *

Yes

No

If you click "Yes" above, the following prompts appear. Please follow the directions.

Off-site Plan

If you have completed your plan, please upload it here. If you have not completed it, please forward to the Grants Office as soon as possible upon completion. You cannot submit a proposal to the NSF unless this form is on file with the Grants Office.

Browse

No file selected

Max. file size: 1 MB

Submit Application

Click to submit your Transmittal Form. If you are your department chair, this form will go immediately to the Grants Office. Otherwise, it will automatically go to your chair for approval and then to the Grants Office. The form will also be reviewed by the College's Comptroller and the office of either dean or their equivalent.