Grant Review Checklist for College-Level Approval
College of Arts and Sciences

If you answer "yes" to any of these questions, be sure to discuss these with your department head, who should then communicate that information to the Dean. Funding requests should account for any overhead costs related to technology, infrastructure or training.

1. Does your grant have matching and/or cost-sharing? ☐ yes ☐ no
   a. Have you identified the source of in-kind sharing or match? (e.g., faculty salary, GA stipend, departmental fund, etc.) ☐ yes ☐ no
   b. Is the matching fund within your department and approved for use by the Department Head? ☐ yes ☐ no
   c. Is the matching fund elsewhere in the university and approved for use by the appropriate administrator (e.g., Dean, Provost, Chancellor)? ☐ yes ☐ no
2. Does your grant provide course release? ☐ yes ☐ no
   a. Is release approved by your department head and the Dean? ☐ yes ☐ no
   b. Is release listed as a flat rate rather than a percentage? ☐ yes ☐ no
3. Are you paying undergraduate and/or graduate students? ☐ yes ☐ no
   a. Does the pay rate conform to departmental standards? ☐ yes ☐ no
   b. If tuition is provided, does the value match the institutional rate? ☐ yes ☐ no
4. Does your grant provide for the purchase of an instrument, equipment, a computer, and/or new software or license? ☐ yes ☐ no
   a. For instruments and equipment: Do we have the space and infrastructure to support it, and has this been verified by the Department Head and Facilities Management? ☐ yes ☐ no
   b. For computers and software: Have proposed purchases been vetted by IT Services? ☐ yes ☐ no
5. Does your grant require lab facility or infrastructure use beyond a normal research demand? (e.g., higher than normal autoclave use, sample volume for instrumental analysis, hazardous waste generation or shipping and receiving, etc.) ☐ yes ☐ no
6. Does your grant require additional safety controls or training? ☐ yes ☐ no
7. Does your grant require the use of the Arts and Sciences vans for teaching or research puposes? ☐ yes ☐ no

Faculty Name:_____ Faculty Signature:_____

DH Name:_____ DH Signature:_____

Dean Name:_____ Dean Signature:_____