**BARNARD COLLEGE - GRANT ACCEPTANCE FORM**

*This form must be completed, signed and submitted to Sponsored Research.*

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| **SHADED SECTIONS ARE COMPLETED BY SPONSORED RESEARCH IN LINE WITH AWARD NOTICE.** |
| **Principal Investigator Name** |  | **Department** |  | **Today’s Date** | **Click here to enter a date.** |
| **Grant/Project Title** |  |
| **Funding Agency**  |  | **Amount Awarded** (if award amount differs from proposed amount, PI must attach revised [budget](http://barnard.edu/sites/default/files/budget_template_02.2016.xls)) \*\* | $ |
| **Project Start Date** | **Click here to enter a date.** | **Project End Date** | **Click here to enter a date.** |
| **Specific Terms & Conditions** |  |
| **Report Deadlines** |  |
| **Does the approved budget include subcontracts or subawards?** | Yes[ ]  | If yes, list all institution(s): | No [ ]  |
| **Course release included in budget?** | Yes[ ]  | Faculty name/anticipated semester(s)/years(s): | No [ ]  |
| **Summer salary included in budget?** | Yes[ ]  | Faculty name/anticipated month(s)/year(s): | No [ ]  |
| **Summer Student Compensation/ Housing Included in Budget?** | Yes[ ]  | How many students budgeted for summer? (If multi-year grant, indicate for each year.)How many students budgeted for housing? (If multi-year grant, indicate for each year.) | No [ ]  |
| **Were cost share/matching funds required by the funder and approved by Barnard?** | Yes [ ]  | Amount/percentage: Source of match:  | No [ ]  |
| **THE FOLLOWING SECTIONS TO BE COMPLETED BY PRINCIPAL INVESTIGATOR.** |
| **YES** | **NO** | **N/A** |  |
|[ ] [ ] [ ]  I have reviewed the funding agency’s report requirements and deadlines, and will submit required reports to the funder and provide Sponsored Research with a copy. |
|[ ] [ ] [ ]  I have reviewed and will adhere to Barnard’s [Policy on Determining Allowability, Reasonableness and Allocability of Costs for Sponsored Projects](http://barnard.edu/sites/default/files/policy_on_determining_allowability.docx) and [Cost Allowability Policy](http://barnard.edu/sites/default/files/cost_allowability_policy.docx). |
|[ ] [ ] [ ]  I have reviewed Barnard’s [Policy on Budget and Expenditure Monitoring and Correcting Cost Overruns](http://barnard.edu/sites/default/files/policy_on_budget_and_expenditure_monitoring_and_correcting_cost_overruns.pdf) and [Policy for Cost Transfers Affecting Sponsored Agreements](http://barnard.edu/sites/default/files/policy_for_cost_transfers_affecting_sponsored_agreements.pdf) , and will monitor and administer project expenditures accordingly. |
|[ ] [ ] [ ]  I have reviewed and will adhere to Barnard’s [Policy on Budget Revision Approval Process for Federal Grants](http://barnard.edu/sites/default/files/policy_on_budget_revision_approval_process_for_federal_grants.docx).  |
|[ ] [ ] [ ]  Is this is a federal, multi-year grant award? If so, please indicate that you have reviewed the Financial Conflict of Interest (FCOI) [policy](http://barnard.edu/sites/default/files/financial_conflict_of_interest_policy_revised_2016.doc) and understand you will need to annually update your [FCOI report form](http://barnard.edu/sites/default/files/barnard_college_financial_interest_report_for_federal_research_grants_revised_march_2016_0.doc).  |
|[ ] [ ] [ ]  Does your project engage students or postgraduates in research? If so, please indicate that you have reviewed Barnard’s [Responsible Conduct of Research (RCR) Policy](http://barnard.edu/sites/default/files/rcr_policy.docx) and will comply with all relevant requirements. *Completed CITI certificates should be sent to Sponsored Research*. |
|[ ] [ ] [ ]  If this is a PHS/NIH or NSF award, please indicate that you have reviewed and will comply with Barnard’s policy on [Scientific Misconduct Allegations, Investigations and Reporting](http://barnard.edu/provost/institutional-policies/scientific-misconduct). |
|[ ] [ ] [ ]  Does your project involve human subjects? If so, please attach a copy of your IRB approval letter. **If you have not yet received approval, contact the Barnard** [**IRB**](http://barnard.edu/provost/irb) **and forward a copy of the letter upon receipt.** |
|[ ] [ ] [ ]  Does the project involve animals? If yes, please attach a copy of your IACUC approval letter. **If you have not yet received approval, see information** [**here**](http://barnard.edu/node/13047) **about the Columbia IACUC and forward a copy upon receipt.** |
|[ ] [ ] [ ]  Will any of the research or training be conducted off campus? If yes, please indicate where:  |
|[ ] [ ] [ ]  If you will be purchasing any services or goods with complex delivery or timing variables *or* with costs that exceed $500, please review Barnard’s [Guide to Contracting](http://barnard.edu/contract-management/guide) and contact the Purchasing Department. |
| **YES** | **NO** | **N/A** |  |
|  |  |  | Are you hiring any new or additional personnel? Please note that Barnard and Columbia undergraduate students are hired through the office of Career Development using [Timesheet X](http://barnard.edu/cd/students/jobs/student-employment/timesheetX). All other non-faculty hires, including Research Assistants, are handled through Human Resources. These respective offices should be notified before employees begin working; this is essential so that issues regarding titles, salary and employment eligibility can be confirmed and so that employees are paid on time. |
|  |  |  | Does your budget include travel funds? PIs who will be using federal funds to travel by plane must review and adhere to the [Fly America Act and Open Skies Agreement Rules and Regulations for Federal Grants](http://barnard.edu/grants/Fly_America_Open_Skies).  |
|  |  |  | \*\* Does your grant fund a multi-year project? If so, you will need to submit a revised [budget](http://barnard.edu/sites/default/files/budget_template_02.2016.xls) for each project year to Sponsored Research. The annual budget should include any unobligated funds/carryover from the previous year(s). |

*I agree to serve as principal investigator of the above award, accept responsibility for the conduct of the project, and adhere to all the terms and conditions.*

Signature of Principal Investigator Date

Director or Manager, Sponsored Research Date