**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](https://barnard.edu/sites/default/files/inline-files/Policy%20on%20Determining%20Allowability%2C%20Reasonableness%20and%20Allocability%20of%20Costs%20for%20Sponsored%20Projects.docx) and [Cost Allowability Policy](https://barnard.edu/sites/default/files/inline-files/Cost%20Allowability%20Policy.docx). |
|[ ] [ ] [ ]  I have reviewed Barnard’s [Policy on Budget and Expenditure Monitoring and Correcting Cost Overruns](https://barnard.edu/sites/default/files/inline-files/Policy%20on%20Budget%20and%20Expenditure%20Monitoring%20and%20Correcting%20Cost%20Overruns.pdf) and [Policy for Cost Transfers Affecting Sponsored Agreements](https://barnard.edu/sites/default/files/inline-files/Policy%20for%20Cost%20Transfers%20Affecting%20Sponsored%20Agreements.docx) , 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](https://barnard.edu/sites/default/files/inline-files/Policy%20on%20Budget%20Revision%20Approval%20Process%20for%20Federal%20Grants.docx).  |
|[ ] [ ] [ ]  Is this a federal, multi-year grant award? If so, please indicate that you have reviewed the Financial Conflict of Interest (FCOI) [policy](https://barnard.edu/provost/research/funding-sponsored-research/forms-policies) and understand you will need to annually update your [FCOI report form](https://barnard.edu/provost/research/funding-sponsored-research/forms-policies).  |
|[ ] [ ] [ ]  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](https://barnard.edu/sites/default/files/inline-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 (located in Faculty Handbook)](https://my.barnard.edu/administration/Provost%20Office%20Handbooks/Faculty%20Handbook.pdf). |
|[ ] [ ] [ ]  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**](https://barnard.edu/provost/research/regulatory-agencies) **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](https://barnard.edu/contracting-barnard) 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 [Beyond Barnard](https://barnard.edu/post-positions-recruit-campus). 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](https://barnard.edu/provost/research/funding-sponsored-research/forms-policies).  |
|[ ] [ ] [ ]  \*\* Does your grant fund a multi-year project? If so, you will need to submit a revised [budget](https://barnard.edu/sites/default/files/inline-files/Budget%20Template.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