New Grant Proposal Authorization Form

Office of Research, Scholarship, & Innovation

Revised September 16, 2026

This form is to notify respective Deans, Department Chairs, Directors, and the Office of Research, Scholarship, and Innovation (ORSI) of intent to submit a proposal. This form should be submitted once a funding opportunity has been identified and at least 10 days prior to the submission deadline following the instructions below. Failure to submit in a timely manner may negatively impact your ability to submit.

ORSI will review the form before seeking approvals. Please email the completed form electronically to orsi@naz.edu.

Name: _____ Department: _____

Project Title: _____

Funding Agency/Sponsor: _____ CFDA # (if applicable): _____

Link/Web Announcement: _____

Project Start Date: _____ Project End Date: _____ Total Years: _____

Submission Deadline: _____

Total Award Limit: $ _____ Total Amount Requested: $ _____

Budget Requirements: Check applicable boxes and provide details in Project Overview Section.

Matching funds (cash or in-kind): Detail the source for all matching funds	☐ Y	☐ N
Release time for faculty and/or staff: Explain how courses and workload will be covered	☐ Y	☐ N
Hiring of additional personnel or staff: Details must be included in budget details	☐ Y	☐ N
Is there a commitment by Nazareth University, financial or otherwise, beyond the grant period?	☐ Y	☐ N
Will Nazareth University be partnering with local school districts, other higher education institutions or vendors during the course of the grant period?	☐ Y	☐ N

Certifications: Disclosure forms must be attached for all affirmative answers.

Is there a potential significant conflict of financial interest related to this project?	☐ Y	☐ N
Will any family members benefit from this proposal, either directly or indirectly?	☐ Y	☐ N
Has anyone lobbied on behalf of this proposal?	☐ Y	☐ N
Does this project involve human subjects research?	☐ Y	☐ N
Does this project involve animal research?	☐ Y	☐ N
Does this project involve rDNA, biohazards, or radioactive materials?	☐ Y	☐ N
Does this project involve international travel or working with a foreign national?	☐ Y	☐ N

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Project Overview: Provide an overview of the project.

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Authorization: *Signature required for grants >$100,000

Applicant Signature	Date
Department Chair Signature	Date
Dean / Vice President Signature	Date
ORSI Signature	Date
AVP for Finance & Controller Signature	Date
Provost Academic Affairs Signature*	Date
VP Finance & Administration Signature*	Date