

**WHEATON COLLEGE FORMS**  
**WHEATON COLLEGE PROPOSAL SUMMARY AND ROUTING FORM**

<b>Principal Investigator:</b>	<b>Department:</b>	<b>Ext:</b>
--------------------------------	--------------------	-------------

<b>Project Title:</b>	
<b>Name of Funding Source:</b> <i>Please note whether the funding source is a foundation, corporation, or government agency – include division.</i>	
<b>Proposal Deadline:</b>	<b>New Project</b> <input type="checkbox"/> <b>or Renewal Request</b> <input type="checkbox"/>
<b>Project Dates (From – To):</b>	<b>Duration of Project (# of Months):</b>

<b><u>BUDGET SUMMARY:</u></b> <i>The full budget must be attached for review by the Finance Office before submission.</i>
<b>A) Total Salaries and Wages:</b>
<b>B) Other Direct Costs:</b>
<b>C) Total Direct Costs (sum of A and B):</b>
<b>D) Indirect Costs (% of \$) :</b> <i>Insert % and \$ amount of salaries and wages used to calculate indirect costs</i>
<b>E) Funding requested from outside agency (sum of C and D):</b>
<b>F) Wheaton Funds Requested:</b>
<b>Total Dollar Amount of Project (sum of E and F):</b>

<b><u>ACADEMIC AND FISCAL REVIEW AND REQUIRED SIGNATURES</u></b>	
<b>Research Compliance Officer</b> _____	<b>Date</b> _____
<i>PI has met with the RCO and has discussed the mitigation of any potential financial conflict of interest (FCOI)</i>	
<b>Principal Investigator</b> _____	<b>Date</b> _____
<i>PI certifies that projects involving human subjects, vertebrate animals, radioactive materials or biohazards have been approved (or submitted for approval) by the appropriate College Committee. PI is responsible for submitting proposal abstract and budget for approvals required below before mailing.</i>	
<b>Department Chair</b> _____	<b>Date</b> _____
<i>Department chair authorizes proposal submission, including release time and financial commitments.</i>	
<b>Vice President, Advancement</b> _____	<b>Date</b> _____
<b>Provost</b> _____	<b>Date</b> _____
<i>Provost authorizes proposal submission, including release time and financial commitments.</i>	
<b>Vice President, Finance and Operations</b> _____	<b>Date</b> _____

**WHEATON COLLEGE PROPOSAL SUMMARY AND ROUTING FORM**

**INSTITUTIONAL IMPACT**

**How will this grant impact personnel? Will more than 10% of a person's time be committed to the project? Will new positions be created?**

**How will this grant impact college facilities? Does it require additional space (office space for new personnel, space for new equipment, significant storage space)?**

**How will this grant impact the educational program? Is course release time requested? Would any new courses be added? What will be the positive impact of this project on program?**