



External Grant Approval Form (GAF)

Office of Sponsored Projects

Station 2 | 1500 S Ave K | Portales, NM 88130

Phone: 575.562.4172 | Fax: 575.562.4305

Required for all grant proposals including partnerships and delivery of service.

GAF Checklist

This form must be submitted for approval for external grant proposals, regardless of the nature of the proposal, the funding agency or the amount of funding being requested. Only approved obligations/commitments will be honored by the University.

- Proposal with budget is attached to this form for signature approval.
- Obligations and commitments expected of the University are clearly defined in the proposal.
- I understand all deliverables and official reports must be submitted to the Office of Sponsored Projects.
- External partners/ENMU units providing resources (e.g. people, facilities, funding) for this grant have approved the proposal.
- It is understood that approved grant funding cannot be declined without University approval.

This proposal is: New Renewal Continuation Revision

No additional commitments can be made on behalf of the University other than those approved through this form without specific prior approval. The proposal budget must be provided to the Office of Sponsored Projects a minimum of **10 working days** before grant submittal. The GAF with attached proposal must be provided to the Office of Sponsored Projects a minimum of **five working days** before proposal submission.

Grant Information

Title of project: _____

Today's date: _____ Proposal deadline date: _____ Postmarked Due at agency

Grant period: _____ to _____

Project director(s):

Name Department

Name Department

Funding agency: _____

Budget: Total requested from agency: \$_____ Total requested of ENMU: \$_____

Indirect cost: \$_____ ; _____% of direct costs | salaries and wages (circle one)

ENMU will (check all that apply): Receive funds Offer in-kind support
 Deliver services/commitments only (e.g., classes, training)

This is a: Departmental grant Individual grant External partnership(s)

ENMU is serving as: Primary recipient Partner/secondary recipient Fiscal agent



Details

- Cost share/match is included in budget?** Yes No
- Cost share/match is mandatory?** Yes No
- Reassigned time is requested?** Yes No
- Additional personnel requested?** Yes No
- Will outside contractors be used?** Yes No
- Equipment and/or computer/printers are requested? (See equipment section below.)** Yes No
- Additional space or facilities required? (Please attach description.)** Yes No
- Remodeling of space required? (Please attach description.)** Yes No
- Project involves the use of human subjects?** Yes No

Date submitted to Human Subjects Protection Committee: _____ Approval No.: _____

- Project involves the use of laboratory animals?** Yes No

Species: _____

Date submitted to Institutional Animal Care and Use Committee: _____ Approval No.: _____

- Project contains potential patentable ideas or other intellectual property, e.g. software, etc.?** Yes No
(Patent form required)

- Project involves any unusual hazards? (Please attach description.)** Yes No

- Project poses possible actual or perceived conflict of interest? (Please attach description.)** Yes No

Signature(s) of project director(s) Date

Equipment/Computers/Printers for Grant

If equipment/computers/printers are being purchased from this grant, what budget will support operation and maintenance after expiration of the grant? Please note: All computers and printers must have pre-approval; contact ITS 575.562.4352 for approval information.

Budget source: _____

Who will provide maintenance after grant period ends? _____

CIO approval Date

Approval Signatures

Project director obtains signature of chair(s). The Office of Sponsored Projects obtains remaining signatures. If grant project involves other departments/unit(s), signatures must be obtained from all appropriate chairs/deans/vice presidents indicating approval of the proposed project.

Department chair Date

College dean Date

ENMU Foundation representative Date

Manager, Office of Sponsored Projects/ENMU authorized representative Date

Vice president (1) Date

Vice president (2) Date