

Berea College

Government Grant Services

Federal Grant Submission Process

Get started early. Federal grants are time-intensive, so we strongly recommend that you begin this process at least one month prior to grant deadline.

Obtain approval from the appropriate lines of authority in your area. *The Approval for Federal Grant Submission form must be signed and dated to verify approval.*

Once approval is obtained, let Government Grant Services know of your **intent to apply** for funding. Do this by sending an email to Davey King (kingd3@berea.edu). Include in the email the following:

- an electronic version of the grant solicitation (RFA, RFP/Federal Register, PA)
- a brief description of your project
- grant deadline
- Principal Investigator contact information
- total amount of funding and grant period
- scanned copy of the **signed Approval for Federal Grant Submission**

It is recommended that you **schedule a meeting with Government Grant Services** staff. Government Grant Services can assist you with the following:

- Understanding sponsor or grant guidelines and requirements
- Administrative pages of your proposal
- Budget preparation
- Navigating Berea College's internal process

Key points to remember:

- Always adhere to the requirements of the grant solicitation
- Fringe rates are established by the College and must be included if you are requesting personnel
- Facilities & Administration (indirect cost) rates are established by the College and must be included
- Investigator's total effort across all grant and college responsibilities cannot exceed 100%
- Complete all required forms early in the process —some require signatures from others

Submit the proposal to Government Grant Services at least one week (seven days) prior to the deadline. Government Grant Services will file and/or certify the grant. All federal grants require "official" submission, done through Government Grant Services. *The Approval for Federal Grant Submission form with all signatures* is required prior to the official submission to the funding agency.

For any questions contact Davey King at 859-985-3635 or kingd3@berea.edu

REQUIRED FORM
Berea College
Approval for Federal Grant Submission

Complete this form, front and back, obtain all signatures and send via email to Davey King in Government Grant Services at kingd3@berea.edu. This form, **along with a completed proposal with all attachments**, must be received by Government Grant Services at least seven days prior to grant deadline to ensure timely filing of the grant application.

1. Please indicate whether you are the **prime applicant** or a **sub-recipient** of the grant you wish to apply for. ☐ Prime Applicant ☐ Sub-recipient
2. Will human subjects be involved? ☐ Yes ☐ No
3. What is the duration of the project period? _____ year(s)
4. What is the amount of Federal funds being requested in this grant application? Please list total and amount by year in the table below.

Total: \$

Year One	Year Two	Year Three	Year Four	Year Five

5. Is match/cost sharing required? ____ Yes ____ No
- a. If yes, please list the amount of match required **each year**. _____
- b. If yes, please list the amount of match required **total** for the project period. _____
- c. If yes, please list below **who** is providing match and **how much** they will provide yearly and total.

Who?	Amount providing per year	Amount providing total

6. Are any subawards being granted through this application? ___ Yes ___ No
- a. If yes, to whom? _____
- b. If yes, what is the total amount of the subaward being granted? _____

7. PROJECT IDENTIFICATION (Please print or type the following information)			
PRINCIPAL INVESTIGATOR/PROJECT DIRECTOR	PHONE	TITLE	E-MAIL
PROJECT TITLE		PROJECT DURATION Start Date: _____ End date: _____	
FEDERAL AGENCY, CFDA #, and URL OF FUNDING OPPORTUNITY:			
PRINCIPAL INVESTIGATOR'S FUNDED EFFORT ON PROJECT: ACADEMIC YEAR (%): _____ SUMMER (%): _____			

Project Summary:

Assurance/Certification

By this acknowledgment, the Principal Investigator (PI) assures: (1) that the information submitted within and attached to the application is true, complete and accurate to the best of the PI's knowledge; (2) that any false, fictitious, or fraudulent statements or claims may subject the PI to criminal, civil, or administrative penalties; and (3) that the PI agrees to accept responsibility for the ethical implementation of the project including adhering to regulatory requirements, maintaining project records and support documentation, and providing any and all required progress reports.

PRINCIPAL INVESTIGATOR

Date

Approvals

DIVISION CHAIR/SUPERVISOR

Date

APPLICABLE ADMINISTRATIVE COMMITTEE MEMBER

Date