

**Arkansas Tech University Grants, Contracts and Sponsored Programs  
ATU Foundation Approval to Submit Proposal Form**

Title of Project		Date	
Project Director		Department	
Granting Agency		CFDA Number <small>If Federal Funds</small>	
Brief description of project or program			

☐ **I, project director applicant, have read, understand and agree to the Code of Ethics and Conflict of Interest Policy of Arkansas Tech University for grants, contracts and sponsored programs.**

- ☐ Yes   ☐ No   Does a conflict, potential conflict, violation, or potential violation, of the Code of Ethics and Conflict of Interest Policy for Grants, Contracts, and Special Programs exist for this program application? (If yes, please attach explanation for review)
- ☐ Yes   ☐ No   Will human subjects be used in the program?
- ☐ Yes   ☐ No   Will animals or an animal care facility be used in the program?
- ☐ Yes   ☐ No   Will radioactive materials be used in the program?
- ☐ Yes   ☐ No   Will hazardous materials be used in the program?
- ☐ Yes   ☐ No   Will biological agents or toxins restricted by the USA Patriot Act be used in the program?
- ☐ Yes   ☐ No   Is there a copyright or patent potential?

**NOTE:** If the answer is yes to any of the above questions, the investigator must attach appropriate documentation of approval or justification for use and/or purchase and the proposal may be subject to review by the Grants, Gifts and Sponsored Research Committee, Institutional Review Board (human subjects), Institutional Bio-Safety Committee, Institutional Animal Care and Use Committee, University Counsel, and/or other board/committee(s) as needed.

Proposal Request	Total Matching (attach documentation)	Total Request

**This award proposal has been reviewed and preliminarily approved by:**

Project Director Applicant	Date	Department Head	Date
Dean of College	Date	Director of Grants and Sponsored Programs or Designee	Date

----- After Dean's approval, please forward completed form and proposal to the Office of Sponsored Programs and University Initiatives -----  
1509 N Boulder, Administration Building, Room 207, Russellville, AR 72801, to begin the final review process.

**Final Review:**

Budget and Special Programs Director	Date	Associate Vice President of Sponsored Programs and University Initiatives or Designee	Date
Vice President for Advancement or Designee	Date		

***After Vice President approval, please return completed form and proposal to the  
Office of Sponsored Programs and University Initiatives for processing.***