

HBKU Sponsored Research Office (SRO) PROPOSAL INTERNAL APPROVAL FORM (SRO-A-005)

This form is to be completed by HBKU Lead Investigator when submitting a proposal for *all external funded research*. **ONLY ONE DOCUMENT PER APPLICATION!**

Submit the complete application to SRO at least TEN (10) WORKING DAYS before the sponsor's deadline.

1) PROJECT INFORMATION

Date:

Proposal ID: (If applicable or to be completed by SRO)	HBKU Lead Investigator Name:
HBKU Entity Name of the Lead Investigator:	Submitting Institute Name:
Proposal Submission Type:	Proposal Type:
Name of the Sponsor:	Funding Program Name:
Application deadline:	Link to the call:
Type of Submission: - <input type="checkbox"/> Letter of Intent, <input type="checkbox"/> Full Application, <input type="checkbox"/> Others..... - <input type="checkbox"/> Hard copy or <input type="checkbox"/> electronic submission or <input type="checkbox"/> both.	
Title:	
Abstract:	
Thematic Area:	Key Words: (Three ONLY)
Duration (In Months)	Estimated Start date : Estimated End date :

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2) PROJECT PERSONNEL

HBKU Home Entity	Role [^]	Title, Name	Effort days/year	Daily fee (USD)

[^] Applicant: Lead Principal Investigator (LPI), Project Director (PD) etc..;

[^] Co-Applicant: Principal Investigator (PI), etc...

* The Allowed effort days for Research institutes staff is 50 days per year and for HBKU Colleges staff is 100 Days per year for all ongoing sponsored research projects.

Other Institutions involved	Country	Role	Title, Name	email

3) BUDGET INFORMATION (USD)

Total Proposal Budget:	Total Proposal Direct Costs:	Total Proposal Indirect Cost:
Total HBKU Budget:	Total HBKU Direct Costs:	Total HBKU Indirect Costs :
<i>Total Budget = Direct Costs + Indirect Costs</i>		<i>Indirect cost for HBKU is 20%, or as specified of the sponsor (Attach the published policy)</i>
Co-Funding : <input type="checkbox"/> No <input type="checkbox"/> Yes (if Yes, please specify the name of the Co-Funder/s, the amount and if cash and/or in kind)		
<input type="checkbox"/> No <input type="checkbox"/> Yes This proposal has received or \$ receiving funding from another sources.(if Yes, please specify)		
<input type="checkbox"/> No <input type="checkbox"/> Yes This proposal is pending funding decision from another sources.(if Yes, please specify)		

4) ADDITIONAL RESOURCES REQUIRED FROM YOUR ENTITY

Please specify the additional resources required from your department: (Space, equipment, etc)

5) COMPLIANCE INFORMATION

Human research ethics	<input type="checkbox"/> Obtained <input type="checkbox"/> Pending <input type="checkbox"/> Not Applicable
Animal care	<input type="checkbox"/> Obtained <input type="checkbox"/> Pending <input type="checkbox"/> Not Applicable
Biohazards	<input type="checkbox"/> Obtained <input type="checkbox"/> Pending <input type="checkbox"/> Not Applicable
Other, please specify:	<input type="checkbox"/> Obtained <input type="checkbox"/> Pending <input type="checkbox"/> Not Applicable

6) CONFLICT OF INTEREST

No Yes Do the team members, their spouses/partners, or their immediate family/household members have a financial conflict of interest (COI) with this proposal?

No Yes Will, or do you anticipate, any family or household members be hired to work on the proposal?

7) INTELLECTUAL PROPERTY

No Yes Do you anticipate generating any intellectual property from this proposal?

(if Yes, please specify)

8) SIGNATURES

- *Signature by HBKU Applicant/Co-Applicant certifies:*
 - *To have carefully read and followed the external sponsor’s guidelines while preparing the proposal;*
 - *That the information submitted within the application is true, complete and accurate.*
 - *The authenticity of the provided data and the commitment to the grant obligations in the event of award;*
 - *To submit the final full documentation of the submission to SRO ten working days before the Sponsor’s deadline;*
 - *To promptly notify the SRO upon receipt of the final result of the selection;*

- *Signature by Dean or Executive Director verifies the accuracy of the information submitted in this form and confirms that the College/Research Institute supports the application.*

<p>HBKU Research Team members’ names, affiliations and signature/s:</p>	<p>HBKU Dean/ Executive Director Name/s and signature/s:</p>

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