

HSC Corporate and Foundation Grants for Administration through WVU Foundation
Grant Submission Check list for Principle Investigators & Project Directors

- Determine if grant should be routed through WVU Foundation or Office of Sponsored Programs (OSP)/Research Office. *If answer to any of these questions is "yes", please route through OSP/Research Office.*

Research with human subjects?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Radioactive Materials used?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Research with animal subjects?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Research with biohazards?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Recombinant DNA?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are there any restrictions on publications?	<input type="checkbox"/> Yes <input type="checkbox"/> No

- Notify Office of Philanthropy Corp/Fnd Giving Director of intent to approach or submit to a specific corporation or private foundation
- Approval from Dean/ Director in writing
- Prepare grant application using WVUF contact information as the fiduciary agent
- Develop budget with unit budget officer (include approvals of faculty/staff time listed in grant)
- Collect all support documents
- W-9
 - 501(c)3 letter
 - Current Year Board List (fiscal)
 - Audited financial statement
- Other items:
- _____
- _____
- Fill out Proposal Coordination Form (for HSC) for internal approvals and review of COI
- Obtain Signatures for Project Director and Department Chair, and Dean/Director
 - Review for COI – if deemed necessary; involve Director of Corporate and Foundation Giving in Office of Philanthropy
 - Submit to Director of Corporate and Foundation Giving in Office of Philanthropy to obtain CFO and Chancellor's signature

If grant awarded:

- Work with donor to complete WVUF publicity forms
- Complete New Fund application (for HSC) to deposit dollars
- For in-kind grant, work with donor to complete, WVUF Grant in-kind form
- Mark calendar for due date of report (final or interim)