**THE AGA KHAN UNIVERSITY**

**Grants Checklist for Extramural Funding**

*Process for grant application submission for EA and UK campuses*

**1. PROJECT INFORMATION**

1.1 Project Title (Max 25 words):

1.2 Project summary (Max 180 words)

1.3 Research Design Choose an item.Please specify (if you choose other):

1.4 Brief Objectives *(if more than 150 words, please add as an attachment)*

1.5 Anticipated impact *(Max. 100 words)*

1.3 Total amount requested (with r*elevant Currency*)

1.4 Indirect cost budgeted

1.5 Expected start date: July 1, 2018 Expected end date: June 30, 2019

1.6 Name & address of the Direct Sponsor.

If the sponsor is getting funds from a main funder eg BMGF, please mention name:

1.7 Project Submission deadline: October 17, 2018

1.8 Project thematic area: Choose an item.

1.9 Will AKUH patients be used in the project? 

**2. AKU FACULTY TIME GIVING INTELLECTUAL TIME TO THE PROJECT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Designation** | **Name\*** | **Department/ Entity** | **Average hours/ week utilized for this project**  **(A)** | **% time allocation for this project**  **(B=A÷42)** | **%time allocated to AKU for this activity**  **(C )** |
| PI/PD |  |  |  |  |  |
| Co-I 1 |  |  |  |  |  |
| Co-I 2 |  |  |  |  |  |
| Co-I 3 |  |  |  |  |  |
| Co-I 4 |  |  |  |  |  |
| Co-I 5 |  |  |  |  |  |
| Co-I 6 |  |  |  |  |  |
| AKU Collaborator 1 |  |  |  |  |  |
| AKU Collaborator 2 |  |  |  |  |  |

*\* only AKU researchers are to be mentioned here. External co-Is/ collaborators are to be mentioned in Annexure 7*

**3. Please check on the following and fill the respective annexure if applicable.**

|  |  |  |
| --- | --- | --- |
| Are human subjects used in the project? | Yes  No | If yes, please fill annexure 1 |
| Are vertebrate animals used? | Yes  No | If yes, please fill annexure 2 |
| Will project activities take place off-campus? | Yes  No | If yes, please fill annexure 3 |
| On campus or off campus office space needed? | Yes  No | If yes, please fill annexure 4 |
| On/ off campus laboratory? | Yes  No | If yes, please fill annexure 5 |
| Will biohazardous substances be used or will the project have any potential medical or social risks? | Yes  No | If yes, please fill annexure 6 |
| Will there be external collaborators? | Yes  No | If yes, please fill annexure 7 |
| Will sub-awards be given in this project | Yes  No | If yes, please fill annexure 8 |
| Will the project offer AKU degrees or diplomas or fund students? | Yes  No | If yes, please fill annexure 9 |
| Will the project result in any intellectual property which may have commercial value? | Yes  No | If yes, please fill annexure 10 |
| Is the project a clinical trial? | Yes  No | If yes, please fill annexure 11 |
| Will this project result in any conflict of interest? | Yes  No | If yes, please fill annexure 12 |
| Will project activities continue after the grant funding ends? | Yes  No | Please fill annexure 13 |

Name of Project:

Name of PI/PD: Budget: Sponsor:

**ENDORSEMENTS BY PI/ PD, CO-I(s) and AKU faculty collaborators.**

1. We (Principal investigator the co-investigators) undertake jointly and individually that we have read the proposal and we fully understand our individual responsibility. We also undertake that sufficient budget and resources have been allocated to us to complete our responsibilities.
2. We believe that we are capable of undertaking this activity in the time allocated by AKU to us.
3. We will jointly and individually maintain the highest standards of integrity and ethical standards, follow the policies of AKU and the sponsor and will not do anything that compromises the good standing and resources of AKU.
4. We undertake complete the proposal to its logical conclusion and will not abandon it mid-way. If there are circumstances which require exit of any one of the co-Is, adequate arrangements will be done by us to find a suitable replacement or complete our responsibility before exit.

Name of PI/ PD: Signature:

Date :

Name of co-I 1: Signature:

Date :

Name of co-I 2: Signature:

Date :

Name of co-I 3: Signature:

Date :

Name of co-I 4: Signature:

Date :

Name of collaborator 1: Signature:

*(only AKU collaborators*)

Date :

Name of collaborator 2: Signature:

*(only AKU collaborators*

Date :

*Please use extra sheets if required.*

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**ANNEXURE TO THE GRANTS CHECKLIST FOR EXTRAMURAL FUNDING**

*Process for grant application submission for EA and UK campuses*

Name of Project:

Name of PI/PD: Budget: Sponsor:

**ENDORSEMENT OF FINANCE**

* *The budget is mathematically correct.*
* *The budget numerically reflects all requirements of the project, as specified by the PI or their representatives.*
* *To the best of our knowledge, the budget has been prepared based on the relevant policies of AKU and those of the granting agency.*
* *Financial feedback, if any, provided by HR, Housing or other departments has been incorporated.*
* *The amount of core recoveries of existing personnel (based on percentages provide by the PI) are correct.*
* *We have informed the Dean/Director about the deficit AKU would incur if the proposal is successful. In this case, AKU will incur a deficit of \_\_\_\_\_\_\_\_\_\_\_\_\_\_.*

Name of Finance signatory: Signature:

Date :

Additional comments by Finance, as required:

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Name of Project:

Name of PI/PD: Budget: Sponsor:

**ENDORSEMENT OF HUMAN RESOURCES**

* *We confirm that the designations of personnel comply with AKU’s staffing and grading policy and the amounts budgeted for personnel for this project are adequately covered.*
* *We confirm that the individual is a full time faculty or and is not due to leave the institution before the end of the project due to retirement or end of contract.*

Name of HR signatory: Signature:

Date :

Additional comments by HR, as required:

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Name of Project:

Name of PI/PD: Budget: Sponsor:

**ENDORSEMENT OF LEGAL OFFICE**

* *We have reviewed the proposal and the checklists and do not find anything inappropriate which would stop the proposal being submitted.*

Name of Legal signatory: Signature:

Date :

Additional comments by Legal Office, as required:

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Name of Project:

Name of PI/PD: Budget: Sponsor:

**ENDORSEMENT OF DEPARTMENT HEAD/CHAIR**

1. The PI is a faculty in my department and I allow him/her to submit this proposal.
2. That the estimates of time utilization and allocation on page 2reasonably reflect the actual time the faculty will spend on the project.
3. That I will provide the space and will cover the space costs as mentioned in annexure 4.

Name of Chair: Signature:

Date :

*\* If the PI is also a chair, he/she ratifies this document in both capacities*

*\*\* If there are no departments in an entity then this certification comes from the Dean or Director of the entity*

Additional comments by Chair (if any):

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Name of Project:

Name of PI/PD: Budget: Sponsor:

**ENDORSEMENT OF DEAN/ DIRECTOR OF THE ENTITY**

1. I certify that based on the checklist, grant proposal and budget, I approve the submission of this proposal to the funding agency.
2. I as Dean/Director have reviewed the deficit that AKU will incur in this project, if funded. I support this grant going forward and will cover the deficit.

Name of Entity Head: Signature:

Date :

*\* If the Entity Head is the PI/PD, then the Provost will endorse this sheet in addition to the Entity head.*

*\*\* If there are no departments in an entity then this certification comes from the Dean or Director of the entity*

Additional comments by Dean/ Director of the entity (if any):