



## PROPOSAL DEVELOPMENT QUESTIONNAIRE

Proposal Application Deadline \_\_\_\_\_ Estimated Funding Request \$ \_\_\_\_\_

PI/Project Director & Co-PI Name(s) \_\_\_\_\_

Division(s)/Department(s) \_\_\_\_\_ Phone \_\_\_\_\_

Project Title \_\_\_\_\_

Anticipated Project Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Prime Sponsor Name \_\_\_\_\_

Sponsor Grant Program Name \_\_\_\_\_ CFDA# \_\_\_\_\_  
(Federal grants)

Primary Applicant Name \_\_\_\_\_  
(if LaGuardia is a sub-recipient)

Does the sponsor limit the number of submissions per institution? Yes ☐ No ☐ Not sure ☐

Brief summary of **LaGuardia's proposed activities**:

### 1. COLLEGE COMMITMENT

Does this proposed project involve:

- |  |                              |                             |                                   |
|--|------------------------------|-----------------------------|-----------------------------------|
| A. Alteration or allocation of College space?                  | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Not sure <input type="checkbox"/> |
| B. Computers or equipment (incl. installation or maintenance)? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Not sure <input type="checkbox"/> |
| C. Hazardous material?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Not sure <input type="checkbox"/> |
| D. Course curriculum or intellectual property?                 | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Not sure <input type="checkbox"/> |
| E. Student data gathering or analysis?                         | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Not sure <input type="checkbox"/> |
| F. Sustained commitment beyond grant period?                   | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Not sure <input type="checkbox"/> |

If yes or not sure for any item above, please explain:

F. Does the sponsor *require* the College to provide mandatory cost share or matching funds?

Yes ☐ No ☐

If yes, what is the requirement? \_\_\_\_\_

G. Do you wish to include *voluntary* cost share, even though *not required* by the sponsor?\*

Yes ☐ No ☐

If yes, why? \_\_\_\_\_

\*NOTE: Written permission from the College's President and CUNY's Associate Vice Chancellor for Research must be obtained prior to submitting a proposal with ***voluntary committed cost share*** included in the budget. Unfunded committed staff/faculty time (effort) is considered cost share.

**Any cost share (mandatory or voluntary) must be noted in the proposal budget.**

## 2. BUDGET COMPONENTS

Check the box for each type of expense you anticipate including in your project budget:

### A. Personnel

- ☐ FT Tax-levy effort (reassigned time) - LaGuardia
- ☐ FT Tax-levy effort (reassigned time) - other CUNY
- ☐ Full-time Faculty Stipends
- ☐ PT Tax-levy effort (adjunct or college assistant)
- ☐ RFCUNY (FT/PT) personnel - current
- ☐ RFCUNY (FT/PT) personnel - to be hired
- ☐ Student employees (e.g., intern, mentors, tutors)
- ☐ Research personnel (faculty, staff and/or student)
- ☐ Other \_\_\_\_\_

### B. OTPS

- ☐ Equipment (items >\$5K total)
- ☐ Software or hardware
- ☐ International Travel
- ☐ Student Stipends
- ☐ Scholarships
- ☐ Tuition
- ☐ Independent Contractor/Consultant
- ☐ Subaward / Subrecipient

Please provide additional detail:

### C. Indirect Costs

Does the sponsor allow LaGuardia to charge the College's Federally-Negotiated Indirect Cost Rate, which is 65% of all personnel expenses (salaries, wages and fringe benefits)?

Yes ☐ No ☐ Not sure ☐

If no, what is the sponsor's maximum allowable indirect cost rate? \_\_\_\_\_

### D. Recovery

The College requires that all grant budgets recover adequate resources to fund facilities and administrative costs associated with grant-funded activities. Recovery consists of 1) indirect costs (F&A) and 2) salary for full-time tax levy staff (not including faculty effort). Please discuss recovery with the grants team early in the budgeting process.

### 3. RESEARCH

A. Does this project involve Research, as defined by CUNY (see pg 4)? Yes ☐ No ☐

If yes, do all researchers (including students and non-LaGuardia partners) have the required up-to-date Responsible Conduct of Research (RCR) certificate? Yes ☐ No ☐

For RCR information, go to: <https://www.cuny.edu/research/research-compliance/research-integrity/>  
Contact: Rejitha Nair ([rnair@lagcc.cuny.edu](mailto:rnair@lagcc.cuny.edu))

B. Does the Research involve:

1. Human Subjects (Human Research Protection Program - HRPP) Yes ☐ No ☐

2. Animals (Institutional Animal Care and Use Committee - IACUC) Yes ☐ No ☐

For HRPP information, go to: <https://www.laguardia.edu/divisions/aa/hrpp-irb/human-research-protection-program/>. Contact: Rejitha Nair ([rnair@lagcc.cuny.edu](mailto:rnair@lagcc.cuny.edu))

For IACUC information, contact Tara Scales ([TScales@lagcc.cuny.edu](mailto:TScales@lagcc.cuny.edu)) or Philip Gimber ([PGimber@lagcc.cuny.edu](mailto:PGimber@lagcc.cuny.edu))

### 4. GRANTS OFFICE REVIEW

A member of the grants team reviewed this form: \_\_\_\_\_ and \_\_\_\_\_  
(initials) (date)

### 5. APPROVALS

By signing below, Deans/Chairs affirm that they have reviewed this form with the Project Director/PI. If this is a cross-departmental or multi-divisional proposal, approval is required from each Dean/Chair and VP.

#### ACADEMIC AFFAIRS:

\_\_\_\_\_  
Department Chair Date

\_\_\_\_\_  
Provost Date

#### ADULT & CONTINUING ED:

\_\_\_\_\_  
Dean Date

\_\_\_\_\_  
Vice President Date

#### STUDENT AFFAIRS:

\_\_\_\_\_  
Dean Date

\_\_\_\_\_  
Vice President Date

#### ADDITIONAL SIGNATURES:

\_\_\_\_\_  
\_\_\_\_\_

## **Proposal Development Questionnaire (PDQ)**

This form is required for **all proposals to external sponsors** (non-CUNY) – including grant renewals and submissions completed by other CUNY colleges and partner institutions – and must be completed **as early as possible** in the proposal development process. Please refer to the sponsor's guidelines/RFP for the funding opportunity when completing the PDQ. Answers to many questions (such as cost share requirements and allowable indirect cost rates) will be detailed in the RFP.

<b>Proposal development approval process:</b>
1. The Principal Investigator/Project Director (PI/PD) applying to the funding opportunity initiates the PDQ. The grants team will review the PDQ during the first meeting with the PI and will provide guidance and clarification on any questions that arise. <b>Draft budgets are no longer required at this stage.</b>
2. Grants team reviews PDQ for accuracy and initials/dates the form.
3. Grants team emails PDQ to all department/division signatories for review and approval. Department/division approval is required for all PIs and Co-PIs involved in the project.
4. Upon approval, PI/PD proceeds with proposal development in collaboration with grants team.
5. Proposal budget will be shared with department/division approvers, as needed. Items that require approval include reassigned time, faculty stipends, cost share, ACE tuition, etc.
6. PI/PD and department/division ensure that all proposed activities follow College requirements.

### **Some activities require special consideration or consultation with other college departments.**

PIs are responsible for confirming allowability of such activities, including but not limited to:

- Use of hazardous material (Environmental Health and Safety)
- International travel (Academic Affairs, Export Control Officer)
- Student travel or off campus trips (Academic Affairs or Student Affairs)
- Student data collection or reporting (Institutional Research and Assessment)
- Curriculum development (Academic Affairs or ACE)
- Funding student tuition (Student Financial Services or ACE)
- Installation of equipment (Facilities)
- Allocation of additional space (Facilities)
- Renovation of space (Facilities)
- Purchase of hardware or software (IT)
- Research, as defined by CUNY (Academic Affairs, Research Integrity Officer)
- **For a full list of CUNY policies, please visit <https://policy.cuny.edu/general-policy/>**

**CUNY Research Compliance** - <https://www.cuny.edu/research/research-compliance/>

**Research** means a systematic experiment, study, evaluation, demonstration or survey, in any academic field, designed to develop or contribute to general knowledge (basic research) or specific knowledge (applied research) by establishing, discovering, developing, elucidating or confirming information about, or the underlying mechanism relating to, causes, functions or effects.

**Questions:** Please direct questions about the proposal development process by emailing [grants@lagcc.cuny.edu](mailto:grants@lagcc.cuny.edu), calling extension 5070 or visiting E-502.