

Office of Sponsored Research, Wellesley College  
Internal Routing Sheet

WELLESLEY COLLEGE PROPOSAL SUMMARY

Principal Investigator \_\_\_\_\_ Department \_\_\_\_\_ Ext. \_\_\_\_\_

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

Funding Source \_\_\_\_\_  
(Foundation, Corporation, Government Agency – include division)

Date Proposal Must Leave Wellesley \_\_\_\_\_ New Project \_\_\_\_\_ Renewal \_\_\_\_\_

Project Dates \_\_\_\_\_ Duration of Project \_\_\_\_\_  
(From – To) (# of Months)

Budget Information Total Dollar Amount of Proposal For  
Full Funding Period \_\_\_\_\_

	First Year	Total All Years
Salaries and Wages	_____	_____
Benefits* ( % of ____)	_____	_____
Other Direct Costs	_____	_____
Total Direct Costs	_____	_____
Indirect Costs* ( % of ____)	_____	_____
Total Direct and Indirect Costs	_____	_____

\* Check with the Office of Sponsored Research (Ext. 2079) for correct rate (% of Salaries and Wages)

\_\_\_ Human Subjects \_\_\_ Vertebrate Animals \_\_\_ Radioactive Animals \_\_\_ Biohazards

Academic and Fiscal Approval (in order indicated)

1. Principal Investigator<sup>1</sup> \_\_\_\_\_ Date \_\_\_\_\_
2. Department Chair<sup>2</sup> \_\_\_\_\_ Date \_\_\_\_\_
3. Director, Office of Sponsored Research \_\_\_\_\_ Date \_\_\_\_\_
4. Dean of the College \_\_\_\_\_ Date \_\_\_\_\_

Vice President for Finance and Administration  
\_\_\_\_\_

<sup>1</sup> PI certifies that projects involving human subjects, vertebrate animals, radioactive materials, or biohazards have been approved (or submitted for approval) by the appropriate College committee. PIs in the Science Center have discussed space needs with the Administrative Director of the Science Center before submitting any proposal.

<sup>2</sup> Department Chair signature implies knowledge that this proposal is being submitted and approval of any requests for released time or financial commitments.