

## Proposal Routing Form Instructions

### Part I: Proposal Information

1 - 3. Name, email, and home department of Co-PI

4. Name of the Principal Investigator of the project

5. Proposal title

### Part II: Personnel Information

In order to be compliant with federal guidelines, ORSP must collect and evaluate the following effort information.

6. Please use the provided table to indicate the percent of effort and salary tied to this project, and whether that percentage is paid by Sponsor funding or UWG funding. The effort and salary listed in this table should represent this projects portion of your entire university effort and salary. **Example:** if your effort for the project for one semester is 10%, the sponsor will pay 10% of your salary for that semester. You will list “10%” in the Sponsor Paid % effort column and an amount equal to 10% of your salary (this amount should be taken directly from your project budget) in the Sponsor Paid Project Salary column.

- The first two columns in each year are to indicate the percentage of effort and salary paid by the sponsor.
- The third and fourth columns of each year are to indicate the percentage of **effort** and salary **devoted to the project** but paid by the University as a Cost Share.

To meet the reporting and auditing requirements of the sponsoring agencies, cost-sharing commitments must be charged to a separate cost-sharing account related to the specified project.

\*Summer effort may be listed in the Person Month (percentage thereof) equivalent if future summer workload/teaching is unknown. Summer listed in Person Month equivalent should be listed as “1 SM” for 1 summer month (2SM, etc.).

The “Effort-Person Month-Converter” form may be used to calculate effort/person month equivalents.

7. If there is project effort and salary coming from the University, the account from which these funds will come must be listed, along with the signature of the authorized approver for that university account.

### Part III: Compliance Information

Financial Conflict of Interest (FCOI): To ensure that UWG complies with all applicable federal and state laws; we are required to note and track the following pieces of information. A Significant Financial Interest (SFI) Form must be completed for each proposal being submitted, and for funded projects, a SFI form must be renewed annually.

8. Please answer all questions. All project personnel who are involved in the design, conduct, or reporting of a project must complete CITI training and a Significant Financial Interest (SFI) Form.

In the event of a financial conflict of interest, a FCOI Disclosure form **must** be completed and submitted to the ORSP prior to the submission of the proposal. Information regarding the University FCOI policy may be found here:

<http://www.westga.edu/assetsDept/orsp/UWG-FCOI-Policy.pdf>.

### Part V: Signatures

9. Please make sure all necessary signatures are included.