

Research & Sponsored Projects Proposal Routing Form (PRF)

Proposals will not be submitted until required Proposal Routing documents are completed and contain all required signatures. It is the responsibility of the PI to ensure all documents are signed and submitted to the ORSP 5 days before the sponsor deadline. Project narrative and final budget must accompany this form when submitted to Chair and Dean for review and approval.

Proposal Information

Date due to sponsor (and time)

Date complete proposal due to ORSP
(Complete proposal materials must be delivered to ORSP 5 business days before sponsor due date.)

1-Principal Investigator (Project Manager, Lead Investigator)

2-email address

3-Department/College or Division

4-Sponsor/Agency Federal State Foundation Business Other

\$ _____

5-Project Title

6-Total Amount Requested from Sponsor

7-Project Begin date: _____

8-Project End date: _____

9-Classification: New Supplement to _____
Revision of _____ Continuation/Renewal of _____

10-Type of Project
Research Academic Support Project is Subaward
Equipment Student Services Project includes Subaward
Service/Consulting Other _____

11-Program or Solicitation Number (or Insert link to the request for proposal) _____

11a- I have read and understand the RFP and sponsor requirements	Yes	No
11b- Is this proposal subject to a limited submission?	Yes	No

12-Where will the work be performed? (on/off campus, building/lab) _____

13-Is cost sharing being proposed as part of this project? Yes* No
*If Cost Sharing is involved: Form "UWG ORSP Cost Share Request" must be completed and submitted with this form.

14-Does the sponsor require that the project be sustainable or is there a requirement of any ongoing UWG commitment to the project beyond the funding period? Yes No

15-Have you included UWG's federally negotiated Indirect Cost rate? Yes No
If No, Are you using the sponsor mandated rate? Yes No
If you are not using the UWG negotiated rate or a sponsor mandated rate, please attach the UWG F&A Waiver Form.

16-Is a Graduate student tuition waiver requested from the Sponsor? Yes* No
*If student tuition is to be waived, but is not requested from the Sponsor (University paid), this waiver represents a cost share. This cost share, value of tuition, must be recorded on the ORSP Cost Share Request Form.

Personnel Information

17-The **PI** should complete this section with his/her own information. All key personnel and any personnel who will be paid from sponsor funds (or university funds to work on this project-Cost Share) should be listed under the "Additional Personnel" section of this Form. Please have all Co-PIs/key personnel complete the Co-PI/Project Personnel Form.

YEAR 1					YEAR 2			
	Sponsor paid % effort	Sponsor paid project salary	UWG paid % effort	UWG paid project salary	Sponsor paid % effort	Sponsor paid project salary	UWG paid % effort	UWG paid project salary
Fall								
Spring								
Summer*								
Total								
YEAR 3					YEAR 4			
	Sponsor paid % effort	Sponsor paid project salary	UWG paid % effort	UWG paid project salary	Sponsor paid % effort	Sponsor paid project salary	UWG paid % effort	UWG paid project salary
Fall								
Spring								
Summer*								
Total								
YEAR 5					Account to pay UWG portion of salary:			
	Sponsor paid % effort	Sponsor paid project salary	UWG paid % effort	UWG paid project salary	18- _____			
Fall					<p style="text-align: center;">The authorized approver for the UWG Department Account paying project salary must sign below.</p> <p>Signature: _____</p> <p style="font-size: small;">Project salary not paid by the sponsor constitutes a Cost Share and must also be recorded on the UWG Cost Share Request and attached to this PRF.</p>			
Spring								
Summer*								
Total								

Compliance Information

19-Please complete the Compliance Information:

I have read and understand the UWG Financial Conflict of Interest Policy	Yes	No	These items must be verified by the University Research Compliance Officer before the grant/proposal can be submitted.	
I have completed FCOI training and submitted a Significant Financial Interest Form	Yes	No		
I have a Financial Conflict of Interest	Yes	No		
Does this project involve the use of Human Subjects?	Yes	No		*IRB # _____
Does this project involve the use of Vertebrate Animals?	Yes	No		*IACUC # _____
Does this project involve Hazardous Waste? (if yes, must have Risk Management approval on signature page)	Yes	No		
Does this project involve recombinant DNA or radioactive substances?	Yes	No		
Does this project involve capital improvements or space renovation?	Yes	No		
Will this project involve the export of information or material to another country (ITAR/EAR)?	Yes	No		
Are university housing or continuing education services involved?	Yes	No		
Is an external evaluator required?	Yes	No		
If so, has the external evaluator been included in the budget?	Yes	No		
Have accurate cost information for items < \$1,000?	Yes	No	N/A	
Have accurate quotes for items >\$10,000?	Yes	No	N/A	

Additional Personnel Information

20-Please list all additional personnel without whom this project could not reasonably be completed. (Please attach additional sheets if necessary). Each Co-PI or UWG faculty/staff paid on this project should complete a “Co-PI/Project Personnel Form” and it should be attached to and submitted with this PRF for submission to ORSP.

Name	Role/Title	Source of funding: “Sponsor” or “Cost Share”	# of persons in this role

Please list “graduate student” or “undergraduate” if exact person has not been identified. (If multiple students, please list the approximate number of students involved.)

Signatures

21-By signing and submitting this proposal, I certify that: (1) the information submitted within the application is true, complete, and accurate to the best of my knowledge; (2) any false, fictitious or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties; (3) I agree to accept responsibility for the scientific conduct of the project and provide the required progress reports; and (4) I agree to accept the obligation to comply with award terms and conditions and University’s policies and procedures if an award is made as a result of this application.

Department Chair/Supervisor and Dean/Designee should not sign form unless it is accompanied by a project narrative and budget.

PI Signature	Name (printed)	Date
Dept. Chair/Supervisor (if not Academic Affairs)	Name (printed)	Date
Dean/Designee	Name (printed)	Date
HRM – Acknowledgement of inclusion of hazardous waste		Date
Associate Vice President for Research & Sponsored Projects		Date

ORSP Use Only

All documents received in ORSP: _____	Federal Debarment & Suspension check: _____
Anticipated award notification: _____	Subaward Commitment Form, sub-budget, SOW,
Basis for Salary verified,	sub-biosketches included: _____
source & date: _____	Compliance Review & Approval: _____

Proposal Routing Form Instructions

Part I: Proposal Information

- 1 - 3.** The PI is the primary point of contact for matters pertaining to your proposal – fill in your name, e-mail, Department/College (or Division). If you are collaborating with one or more Co-PIs, they each must fill out the Co-PI/Project Personnel form on the ORSP Pre-Award Proposal Routing Forms page.
- 4.** Sponsor/Agency - in addition to the agency name; please indicate whether they are a **Federal** agency, **State** agency, **Foundation**, **Business**, or **Other** agency that does not fit the previous categories .
- 5.** Proposal title/Title of the Project
- 6.** The total amount (Direct + F&A) you are requesting from the Sponsor
- 7 – 8.** The date you would like to start your project and the date by which you plan to have project completed.
- 9.** Classification: indicate whether this project is:
 - New:** this is the first time this proposal will be submitted to the funding agency listed in *step 4*.
 - Pre-Proposal (Letter of Intent):** a letter or document that describes the Principal Investigators intention submit a grant proposal to the funding agency.
 - Revision of:** Revision of proposal previously submitted to sponsor or changes in budget or scope of work as required by sponsor.
 - Supplement to:** a notification that additional money has been awarded to an existing grant. Please include the grant number.
 - Continuation/Renewal of:** Competing renewal or competing continuation of a previously awarded project.
- 10.** Project type – is this **research, equipment, service/consulting, academic support, student services**, or some **other** type not listed (please describe in space provided)?
- 11.** Provide the program name, solicitation number, and a link to the Request For Proposal (RFP). Also indicate whether you have fully reviewed and understand the RFP, and whether or not it is a limited submission (e.g. only two proposals per university may be submitted during a funding cycle).
- 12.** Indicate where the majority of work proposed in the project will be performed.
- 13.** Indicate if **Cost Share** is proposed or required as part of this project. All proposed cost sharing must be included on the Cost Share form and submitted with this PRF.
- 14.** Some sponsors require that the project to be funded continue beyond the sponsor funding. This may include a requirement of personnel time or programs/projects be conducted on a continuing basis after sponsor funding has stopped. Please review the RFP carefully for any commitments required over and above what the sponsor will pay during the project dates.
- 15.** Indicate whether or not Facilities and Administrative Costs (F&A), formerly called Indirect Costs, have been requested (37.5% on campus, 13% off campus). Please indicate if the sponsor mandates a lower rate or does not allow F&A, and you have used the lower rate (or 0%) in your budget calculations. Attach a copy of the Sponsor's published policy on F&A (indirect cost) rates.

To be eligible to use the off campus rate: more than 51% of the project is performed off-campus, as indicated by the majority of the UWG expenditures and the majority of time for the project will be spent off-campus each budget year. In such cases the off-campus rate will apply to the entire project as grants or contracts may not be subject to more than one F&A cost rate.

If F&A has not been requested or is requested at rate lower than UWGs Federally Negotiated Rate or the published sponsor approved rate, a **F&A Cost Waiver** form is required.

16. Indicate if graduate tuition has been requested from the Sponsor. If UWG will be paying/waiving graduate student tuition, this constitutes a cost share and must be included on the **Cost Share form**.

Part II: Personnel Information

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

17. 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. ***This is the % of your total semester effort & salary paid by the sponsor or University for this project only. DO NOT include fringe in your calculations for effort.**

- The first two columns in each semester are to indicate the percentage of effort and salary paid by the sponsor.
- The third and fourth columns of each semester are to indicate the percentage of effort and salary devoted to the project but paid by the University (such effort constitutes a Cost Share unless part of your institutional research).

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.

18. 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. If institutional research please type "institutional research" in this box.

Part III: Compliance Information

19. Please answer all questions.

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.

All project personnel who are involved in the design, conduct, or reporting must complete the CITI Financial Conflict of Interest 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. Information regarding the University FCOI policy may be found here: <http://www.westga.edu/assetsDept/orsp/UWG-FCOI-Policy.pdf>.

Part IV: Additional Personnel

20. Though each Co-PI or UWG faculty/staff working on the project should complete the Co-PI/Key Personnel form, please list each person without whom this project could not be completed (including Co-PIs, staff, graduate and undergraduate students), attaching additional sheets as needed.

Part V: Signatures

21. Please make sure all necessary signatures are included. Proposals will not be submitted to sponsors without all Proposal Routing documents being fully signed and received in the ORSP.