<p style="text-align:center">Proposal Routing Form Instructions</p>

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 (40.0% on campus, 15% 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.