

Office of Sponsored Programs (OSP)

Sponsored Projects - Internal Review Approval Form

(Required to be completed by PI with each Grant/External Funding Application Proposal)

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| **A. Project Information** |
| Principal Investigator (PI) Name:       PI Program/Center:      E-Mail preferred (if not PSU address):       Phone preferred (if not PSU ext.):        |  Co-PI Names & Programs:      Center Affiliation:       |
| Project Title: |
| Proposed Start Date (m/d/y)**:**       | Proposed End Date (m/d/y)**:**       |
| Project Location: [ ]  On Campus [ ]  Off Campus (requires rental of off-site facility) |
| Project Type: [ ]  Research [ ]  OtherResearch Purpose (*select only one that best describes*):[ ]  Basic Research: Undertaken primarily to acquire new knowledge without any particular application or use in mind [ ]  Applied Research: Conducted to gain the knowledge or understanding to meet a specific, recognized need[ ]  Development: Systematic use of the knowledge or understanding gained from research directed toward the production of useful materials, devices, systems, or methods, including the design and development of prototypes and processes |

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| **B. Sponsor/Funding Source Information** |
| Public/Government[ ]  Federal [ ]  State [ ]  Local [ ]  Other | Private[ ]  Foundation [ ]  Corporate [ ]  Other |
| Sponsor Deadline: |   |
| Sponsor:Prime Sponsor (if subaward): |

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|  **C. Financial Information** |
| Total Funds Requested: $0.00 (auto calc.) | Direct Costs:       | Indirect Costs (F&A):       |
| F&A/Indirect Rate Recovery: [ ] Full  [ ]  Partial  [ ]  None \*Note: Waiver of indirect cost/F&A requires Provost approval |
| Salary: Will any of the following personnel types be paid from this grant? PSU-Faculty: [ ]  Summer [ ]  Calendar [ ]  \*Academic Release Time (\*Requires prior Program Approval - see signature page)PSU-Staff: [ ]  PSU-PAT-staff [ ]  PSU-OS-staff [ ]  Post-masters associate [ ]  Post-doctoral associatePSU-Student: [ ]  Graduate [ ]  UndergraduatePlease provide detailed explanation for personnel requests in the budget justification document.(Note: additional/supplemental faculty pay requires prior administrative approval, please see Office of Sponsored Programs Web Site for form: <https://campus.plymouth.edu/research-administration/forms>) |
| Project Budget also includes funding for: (c*heck all that apply):*[ ]  Undergraduate tuition [ ]  Graduate tuition [ ]  Graduate assistantship stipend |
| Does funding agency require cost-sharing/institutional match? [ ] Yes - What is the requirement-- Total $): **or** (Total %):       **of** [ ]  Total Project Costs **or** [ ]  Sponsor Costs [ ] No - Cost share is not required **Direct Cost Sharing Detail** (Required if cost share is included in proposal budget and justification):

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| Cost Category (ie. salaries & fringe, materials, etc. | \*Cost Share Admin.  | Source of Funds  | Dollar Amount $ |
|       |       |       |       |
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| Third Party Cost Share | PI | see budget |       |
| Waived F&A Cost Share | NA | NA |       |

 Total Project Cost Share      \*Note: Cost share requires Provost approval.  |
| Does project expect to generate program income? [ ] Yes - If yes estimated dollar value $      [ ]  No  |
| **D. Other Resources/Compliance/Contractual** |
| Substantial additional resources required beyond current PSU capacity: *(provide specific detail on separate page)*: [ ]  Laboratory resources [ ]  ITS support [ ]  Library support [ ]  Other       |
| Additional space requirement: *(provide specific detail on separate page)*:[ ]  New space [ ]  Renovations [ ]  Housing [ ]  Other - please explain: |
| Does the project involve any of the following?[ ]  Human Subjects If so, IRB Approval**:**       [ ]  Animal use If so, IACUC Approval**:**       [ ]  Hazardous/Controlled substances/materials[ ]  Export Control: Includes transfer of data, technology, or equipment, to foreign countries or persons, within or outside the U.S.  |
| Does the project proposal budget include requested funds for any of the following?[ ]  \*Subawards (\*[PSU Subrecipient Commitment Form](https://campus.plymouth.edu/research-administration/forms/) is required prior to proposal submission)[ ]  Consultants (non-PSU employees only; PSU employees must be budgeted in personnel budget lines)[ ]  Vendors (please be aware of [PSU Purchasing Policies](https://campus.plymouth.edu/purchasing/))**Certifications/Authorizations Next Page (Required)** |

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| **E. Required Certification/Authorizations****As the project PI/Co-PI, I certify the following (please check when you have read each statement):** [ ]  All information provided for this proposal and this form is true, complete, and accurate to the best of my knowledge.[ ]  Any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.[ ]  I am not currently suspended, debarred, or otherwise ineligible to receive Federal or State funds.[ ]  If this project is funded, I accept responsibility for my role in the project design and execution; prudent fiscal project management; and submission of all sponsor-required reports, documentation, and/or deliverables.[ ]  I acknowledge and accept the provisions of the [PSU Intellectual Property Policy](https://campus.plymouth.edu/research-administration/intellectual-property/).[ ]  If receiving academic course release, I am not eligible to receive overload teaching compensation during the same time period [ ]  If funded, I will comply with all applicable regulations, and PSU policies and procedures for this project, including filing/updating relevant financial and conflict of interest disclosures prior to and during the award as interests/relationships change. I further certify that:1. All faculty and other professional employees named in the proposal have agreed to participate as described.
2. I have taken the required online [CITI Research Integrity Training](https://campus.plymouth.edu/research-administration/training-2/) and assume responsibility for ensuring all other

personnel working on the project take the CITI training.1. I have read and understand the requirements in the [Effort Reporting and Certification Training Module](https://campus.plymouth.edu/research-administration/policies-and-procedures/basics-of-effort-reporting-and-certification-2/).

Please Read PSU’s Financial Conflicts of Interest in Research (FCOI) Policy and Definitions Below**Check appropriate response for (d)****What is a financial conflict of interest (FCOI)?** A financial conflict of interest is caused by any significant financial interest that could directly and significantly affect the design, conduct, or reporting of funded research. A conflict is identified when it can be reasonably determined that the significant financial interest could be affected by the funded research; or is in an entity whose financial interest could be affected by the research. **What is a significant financial interest (SFI)?** When concerning funded research projects, a significant financial interest is any financial interest consisting of one or more of the following interests of the investigator (and those of the investigator’s spouse or domestic partner, and dependent children) that reasonably appears to be related to the investigator’s institutional responsibilities: *Publicly traded entities:* A SFI exists if the value of any **remuneration** received from the entity **in the twelve months preceding the disclosure** aggregated with the **value of any equity interest** in the entity **as of the date of disclosure exceeds $5,000**. Remuneration includes salary and any payment for services not otherwise identified as salary (e.g., consulting fees, honoraria, paid authorship); equity interest includes any stock, stock option, or other ownership interest, as determined through reference to public prices or other reasonable measures of fair market value. *Non-publicly traded entities:* A SFI exists if the value of any **remuneration** received from the entity **in the twelve months preceding the disclosure**, **when aggregated, exceeds $5,000**, or when the investigator (or the investigator’s spouse or domestic partner or dependent children) holds **any equity interest** (e.g., stock, stock option, or other ownership interest). *Intellectual property rights and interests (e.g., patents, copyrights):* A SFI exists upon **receipt of income related to such rights and interests.** (This does not include intellectual property rights and interests assigned to PSU or royalty income received from PSU per the PSU Intellectual Property policy.*Sponsored Travel:* A SFI exists when the investigator (and/or investigator’s spouse/domestic partner and dependent children) in the twelve months preceding the disclosure engages in travel related to his/her institutional responsibilities which is paid for on his/her behalf by an entity and not reimbursed to the investigator so that the exact monetary value may not be readily known. This does not apply to travel that is reimbursed or sponsored by a Federal, state, or local government agency, an institution of higher education as defined at 20 U.S.C. 1001(a), an academic teaching hospital, a medical center, or a research institute that is affiliated with an institution of higher education.1. I have read PSU’s Financial Conflicts of Interest in Research (FCOI) Policy and based on the definitions above, I:

**(check only one):**[ ]  Have no significant financial interest in the proposed project. **OR I will:**[ ]  Prepare and submit a Financial Conflict of Interest Disclosure Form to OSP.**Signature Page Follows (Required)** |
| **Certification /Authorization Signatures Routing**The project PI has provided a detailed OSP Budget, Narrative Budget Justification, and Scope of Work or Project Abstract. **Signature approval should not be provided without these supporting documents following the signature page.** By OSP signature and submission number, this proposal is approved by OSP for routing.OSP Submission#

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| **Primary Signatures (Required)** | **Secondary Signatures (As Required)** |
| **Principal Investigator or Project Director**Date       | **Program Coordinator (for course buyout)**Date      **\*I approve the academic course buyout/release time as described below.** |
| **Office of Sponsored Programs**Date       | **Co-Principal Investigator**Date       |
| **Director, Center for Research & Innovation**Date       | **Co-Principal Investigator**Date       |
| **Provost**Date      **\*I approve the cost-share and/or waiver of F&A in Section C and as included on the OSP budget template (tabs PSU Yr1-5), as applicable. I also approve any academic course buyout/release time as described below.** | **Co-Principal Investigator**Date       |
|  | **Other Administrator** (as required)Title       Date       |

 **Program Approval for Course Buyout or Academic Release Time** (Please provide explanation of faculty course buyout, e.g. # credits/semester, name of course, course coverage, etc.)**Other Notes to Approvers****Supporting Documents Attached - Following Pages** |
| Office of Sponsored Programs – EcoHouse MSC 17 – 603-535-3233 |