

For OGC Use Only

Log No. _____

Sequence No. _____

Extramural Grant | Contract Agreement Routing Form

Use to route grant | contract materials to DSPA, Room CJ 3301

Contact P.I. _____

Multi-PI/PD Project ☐

Emp. ID _____ Office Room # _____

Office Phone _____ Office Fax _____

Contact Person _____ Phone _____

College | Unit _____

Primary Academic Department _____

Center | Institute _____

Budget Information

Project Begin _____ Project End _____

Budget Begin _____ Budget End _____

F&A Rate _____ % Year One All Years

Direct Costs _____

F&A (Indirect) Costs _____

Total Costs _____

Cost Sharing _____

☐ Over the Cap ☐ Other*

*Requires manager's approval

Cost Share Signature/Date _____

Project Title

Submission Deadline _____

Umbrella Research Area: _____

Research Keywords: _____

List Specific RFA #, RFP #, etc.: _____

Project Site _____ Bldg _____ | Room _____

Sponsor | Agency _____

Sponsor City _____ State _____

Application Type _____

If Revision, Prior Grant/Agency Assignment #: _____

Project Type _____

If Other, Specify _____ Fellow Name _____

Proposal Type _____

Protocol #: _____

CERTIFICATIONS

PRINCIPAL INVESTIGATOR

I certify that the information provided on this form and in the submitted application referenced above is true, complete and accurate to the best of my knowledge. I understand that I may be subject to criminal, civil or administrative penalties should any of the information contained on this form or in the submitted application referenced above be false, fictitious, or include fraudulent statements. I agree to accept responsibility for scientific and technical conduct of the project and for provision of required technical reports if an award results from this application.

Investigator(s) | Project Director(s) Disclosures & Assurances.

The Principal Investigator | Project Director is responsible for obtaining appropriate signatures before the application is sent to Sponsored Program Administration, CJ 3301.

My signature certifies that:

(1) Conflict of Interest

I have read and understand the **Georgia Regents University Conflict of Interest Policy**. My* relationship with the sponsor(s) of this proposed project **[does not]** warrant the disclosure of Significant Financial Interests.

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***Includes spouse and/or dependent children.**

(2) I am not delinquent on any Federal debt;

(3) I am not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from current transactions by any Federal department or agency;

(4) I have not and will not lobby any Federal agency on behalf of this award;

(5) I am aware of and agree to abide with GRU's Drug Free Workplace policy;

(6) I agree to abide with GRU's policies regarding Grant, Contract and Consultations, Conduct of Research, Scholarly/Research Records, and Intellectual Property as published in the Faculty Manual;

(7) I agree to be bound by the terms and conditions of the outside grant or contract which supports this proposed activity and, in consideration of the information and facilities made available to me by GRU or the outside sponsor, to assign copyright and patent rights to GHSU in accordance with the terms and conditions of GRU's Intellectual Property Policies.

Select Investigator Role

Typed

Signature

Date

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Select Approving Manager Role

_____	_____
_____	_____
_____	_____

Contact Investigator

Protocol # _____
Complete this checklist to facilitate the processing of your application. Contact the Sponsored Program Administration if you have questions about any item listed below (1-2592 phone, 1-6478 fax).

Check the appropriate block for each question. Complete the information requested for each item listed, if applicable.

Yes

No

1) **HUMAN SUBJECTS**, including records, patient derived material or questionnaires?
Human Research Subjects Approval Status
IRB File # _____ or WIRB File # (only for Industry Sponsor) _____ Date Approved _____
Attach copy of IRB approval letter and Stamped Informed Consent document.
Project Title must be identical to that submitted to the IRB.
If current project has not been submitted to the IRB, you must submit for the next review cycle.
Completion date of Education Requirement(s) _____
Contact IRB for more information (1-3110). See <http://www.gru.edu/research/irboffice/>

Clinical Trial

Yes

No

2) **ANIMAL USE**
Animal Use Approval Status
Approval # _____ Date Approved _____
Attach copy of IACUC approval letter.
If current project has not been submitted to IACUC, you must submit for the next review cycle.
If approved title(s) are different from the title of this application, a memo must be sent to IACUC requesting the addition of the new title and funding source. Include a statement verifying that the procedures in the application are identical to those in the approved protocol.
Contact Lab Animal Services for more information (1-3421).
See <http://www.gru.edu/research/animal/SProcedures.HTM>

☐ Yes

☐ No

3) **BIOLOGICAL MATERIALS**
Indicate highest Biosafety Level containment required for this project: ☐ BSL1 ☐ BSL2 ☐ BSL3
Indicate whether use of any of the following biological agents are proposed in this project:
Recombinant DNA Select Agent Toxin of Biological Origin Blood Urine Other
Potentially infectious material (including human -or non-human primate- derived material)
Shipping or Transport of biological or infectious material or anything on dry ice
Institutional Biological Safety Committee (IBC) approval status
IBC Protocol Authorization Number for Research Involving Biological Materials _____ Date Approved _____
This approval must be specific to this Project. If not, please contact the Biosafety Office (1-2663) or see <http://www.gru.edu/services/ehs/biosafe/>

Yes

No

4) **CHEMICAL HAZARDS**
• **Institutional Chemical Safety Committee (ICC) Approval**
ICC PI Authorization # _____ Date Approved _____
• ALL applicants must have an ICC Authorization Number -if chemicals will be used, to submit a research related grant or contract application.
If you do not have an ICC number, please contact the Chemical Safety Office (1-2663) or see www.gru.edu/services/ehs/

Yes

No

5) **RADIOACTIVE MATERIALS | RADIATION PRODUCING DEVICES**
Radiation Safety Approval Status
Approval Date _____
The proposed project involves:
☐ Radioactive Materials ☐ Radiation Producing Devices
Contact the Assistant Radiation Safety Officer (-9832)
See <http://www.gru.edu/services/ehs/radsafe/>

Yes

No

6) Participation by personnel from other institutions or agencies? **If yes**, identify _____

Yes

No

7) Subcontracts to other institutions? **If yes**, identify _____ and _____ provide Letter of Intent.

Yes

No

8) Non -clinical studies evaluating the toxicity and/or safety of a product, agent or device? **If yes**, contact the Quality Assurance Unit, Laboratory Animal Services (1-0199).

Yes

No

9) Requirement for additional space or renovation? **If yes**, contact your department/division and provide documentation of approval.

Yes

No

10) Hospital Resources (personnel, facilities, patients, medical records, services, etc.). **If yes**, obtain signature in # 12 below.

11) HOSPITAL APPROVAL

Authorized Signature

Date

RDS Approval

Date

Contact P.I. _____

Multi-PI/PD Project ☐

Emp. ID _____ Office Room # _____

Office Phone _____ Office Fax _____

Contact Person _____ Phone _____

College | Unit _____

Primary Academic Department _____

Center | Institute _____

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Select Investigator Role	Typed	Signature	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Select Approving Manager Role			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Select Investigator Role		
_____	_____	_____
_____	_____	_____
_____	_____	_____
Select Approving Manager Role		
_____	_____	_____
_____	_____	_____
_____	_____	_____