

Proposal Approval Form

OSP Use Only

OSP Proposal #:

Banner #:

Date Submitted:

Principal Investigator Information

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Principal Investigator/Project Director (PI) PI Campus Phone PI Fax PI Alternate Phone

PI Program/College PI Department PI E-mail address

Enter additional Co-Principal Investigators (Co-PIs) on Page 2

Project Information

Proposal Title:

Activity type:	Proposal type:	If not new, list the current HU grant no.:
Submission method:	CFDA No.:	Due date:
Sponsor name:	If a pass-through entity, list the prime sponsor:	
Sponsor address:	State:	
Sponsor city:	ZIP code:	

Sponsor contact info (name, phone, email)

Budget Information – Attach a detailed budget separately

Cost-Sharing Summary

	Current period	Total project period	Is cost sharing included?		Yes	No
Begin Date			Source	Select type or overwrite	Current period	Total project
End Date						
Salaries/Wages+Fringes						
Other Direct Costs						
F&A* Costs						
Total Sponsor Costs				Total Cost Share		

* HU's F&A rate is 47.8% of Salaries+Wages+Fringe Benefits for on-campus activities (19.7% for off-campus).
If HU's F&A rate is not employed, include a copy of the Sponsor's policy listing the F&A cap or a write a memorandum with justification requesting the different F&A rate.

Regulatory and Compliance Information

Yes No

Does the project include research on human subjects? Review the guidelines at www.harding.edu/irb. If "Yes," be aware that the Institutional Research Board (IRB) must review and approve the protocol prior to the start of project activities and release of award funds.

The project is pending approval. not yet submitted.

If already approved: Protocol #: Date of Approval:

Does the project include research on live vertebrate animals?

If "Yes," then be aware that the Institutional Animal Care and Use Committee (IACUC) must review and approve the protocol prior to the start of project activities and release of award funds.

The project is pending approval. not yet submitted.

If already approved: Protocol #: Date of Approval:

Will new intellectual property or potentially patentable devices result from this award?

Does this project fall under ITAR (International Traffic in Arms Regulations)? See http://pmdtc.state.gov/regulations_laws/itar.html

Regulatory and Compliance Information Continued

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Yes No

Does the project involve pathogens or potential pathogens of humans, animals, or plants; materials potentially containing human pathogens; recombinant DNA; select agents and toxins (see <http://www.selectagents.gov/>); or any material requiring a CDC import license or a USDA permit?

If "Yes," then be aware that the Institutional Biosafety Committee (IBC) must review and approve the protocol prior to the start of project activities and release of award funds.

The project is pending approval. not yet submitted.

If already approved: Protocol #:

Date of Approval:

Does the project involve human embryonic stem cells or transplantation of human fetal tissue?
If "Yes", then be aware that this proposal must be approved by the Provost before it can be submitted.

Will this project send data or technologies outside of the US, such as by shipping materials/equipment to foreign countries, employing foreign nationals with grant funds, traveling with materials or equipment to foreign countries to conduct research?

Will this project involve sub-awardees? If "Yes," provide the institution name(s) and their sponsored research office contact information. Also, attach a copy of the sub-award budget and a letter of commitment signed by an Authorized Official.

Sub-awardee Information - Institution Name:

Name of Sponsored Programs Contact:

Email address of Sponsored Programs Contact:

Is the project sponsored by NSF *and* does it fund students? If "Yes" be aware of Harding's Responsible and Ethical Conduct of Research (RCR) Training Policy for students working on NSF funded projects.
I will will not abide by Harding's RCR Training Policy for students funded on NSF projects.

I am aware of Harding's Research Misconduct Policy, and I affirm I will follow the guidelines and procedures established by the policy.

Financial Conflict of Interest (FCOI) Information

All Principal Investigators and Co-Investigators who submit a proposal to an external sponsor are required to complete training in the University's financial conflict of interest policy and to make the required financial disclosures prior to proposal submission. For more information, please see Harding's FCOI policy, which is available in the Research box of the Faculty tab on Pipeline.

Date of the last Financial Disclosure.

PI

Co-PI #1

Date of the most recent FCOI training.

Are any relatives of investigators working on this project? Yes No

PI

Co-PI #1

Harding University Co-Principal Investigator (Co-PI) Information

Co-PI #1: Name _____ Title _____
E-mail _____ Phone _____ Department _____

Facilities and Administration Distribution Information

List all HU Investigators and the percentages for any F&A charges distributed to the Investigators.		F&A Dist. %
PI		%
Co-PI #1		%
The sum of all F&A distribution percentages must add to 100%.		Sum = 100 %

PI/Co-PI Certifications: By signing below, the Principal Investigator and each Co-Investigator 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 may subject me to criminal, civil, or administrative penalties;
3. I agree to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of the application;
4. I am not delinquent on any federal debt, presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from current transactions by a federal department or agency; and
5. I have not and will not lobby any federal agency on behalf of this award.
6. (For the PI only) I have reviewed all sub-awards included in this application. All sub-awards' direct costs appear reasonable. All fringe benefits and indirect cost rates have been verified with the sub-awardees' organization.

Administrative Approvals: By signing below, you indicate that you are familiar with the proposal and are responsible for all commitments in the proposal as they relate to your area, space, personnel, or budget.

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Principal Investigator/Project Director	Date	Co-PI #1 Signature	Date
<div style="border-bottom: 1px solid black; width: 100%;"></div>		<div style="border-bottom: 1px solid black; width: 100%;"></div>	
PI Department Chair	Date	Co-PI #1 Department Chair	Date
<div style="border-bottom: 1px solid black; width: 100%;"></div>		<div style="border-bottom: 1px solid black; width: 100%;"></div>	
PI Dean	Date	Co-PI #1 Dean	Date

Attach the full proposal and budget (preferably in PDF format) and get signatures (preferably digital signatures) from the chair and dean for each PI and Co-PI on the original Proposal Approval Form. Then submit the original form with the full proposal and budget and a new Significant Financial Disclosure Form for each PI and Co-PI to the Office of Sponsored Programs preferably at least three days before the proposal due date.

Administrative Signatures (OSP will obtain the signatures below as needed)

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Office of Sponsored Programs	Date	Provost	Date