**PI INFO**

Name

Office phone       Cell phone       Email

**CREDIT SPLIT** Name Dept Overhead Split % Academic Split %

PI

Co-Is

 *Totals* 100% 100%

**SPONSOR INFO**

Sponsor       Deadline

Opportunity

**PROJECT INFO**

Project Title

Keywords

Project nature Research [ ]  Education [ ]  Public Service [ ]  Other [ ]

**BUDGET INFO**

Start Date       End Date       F&A rate

Cost Sharing

**SPECIAL REVIEW INFO**

 Y N Y N

Additional space on or off campus? [ ]  [ ]  Vertebrate animals? [ ]  [ ]

 (Requires approval of OPB/Facilities Planning & Space Mgmt. & copy of space plan.) Recombinant DNA? [ ]  [ ]

Major alterations or renovations? [ ]  [ ]  Pathogens/biohazards? [ ]  [ ]

 (Requires cost estimate from Physical Plant and approval of OPB/FPSM.) Hazardous/Regulated chemicals? [ ]  [ ]

International activities (Requires approval of ISP)? [ ]  [ ]  Radioisotopes? [ ]  [ ]

Human Subjects? [ ]  [ ]

Human blood/materials/fluids? [ ]  [ ]

Have patent/copyright commitments been promised to the Sponsor? Patent [ ]  Copyright [ ]  Patent &Copyright [ ]  None [ ]

**FOR RESEARCH ADMINISTRATOR**

|  |
| --- |
| **PROPOSAL TIMELINE** |
| Budget final for review & approval (~10 days) | eTransmittal routing (~5 days) | Proposal submission to OSP (~2 days) | **PROPOSAL DUE DATE** |
|  |  |  |  |

**PROPOSAL TRACKING**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Request for assistance received |  | OSP notified of submission |
|  | Sent PI e-mail (timeline, request for info…) |  | Folder created in shared drive |

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget** | **eTransmittal** | **Subcontract** | **Application Packet** |
|  | Draft to PI |  | Drafted |  | Email to Sub/PI –Req Docs |  | Drafted |
|  | Final - to OSP & Dept |  | Finalized |  | Subrecipient Form Rcvd |  | Finalized |
|  | Approval from OSP rec’d |  | Routing |  | Final Budget rec’d |  | to PI – they will submit |
|  | Uploaded into forms |  | Notification email sent |  | Justification rec’d |  | to PI for final review |
|  | Sub Budget Uploaded |  | Waiting in OSP queue |  | Budget rec’d |  | to OSP for review |
|  |  | Approved by OSP |  | Scope of Work rec’d |  | Submitted to sponsor |