



**Office of
Contracts
and Grants**

Proposal Submission Request (PSR)

OCG Use Only

Note: Completed PSR, detailed budget, and proposal guidelines must be submitted to OCG at least **FIVE BUSINESS DAYS** before Sponsor Deadline.

Proposal #

PA

Principal Investigator (PI) Information

Name E-mail Campus Box #
 Phone Org # Unit

Submission Information

Proposal Title
 Funding Opportunity No./URL
 Deadline Type Sponsor Deadline (Date/Time) CFDA No.
 Submission Method Proposal Type
 Project Topical Field Activity Type
 For collaborative proposals, lead institution name:

Sponsor Information

Sponsor Name Sponsor Type
 Sponsor Contact Email Phone/Address
 Prime Sponsor (for subaward to CU)

Budget Information (detailed budget information must be included with the Proposal Submission Request)

Project Start Date Budget Cap Direct Costs Indirect Costs
 Project End Date Unusual Budget Aspects

Yes No Does the sponsor have an **indirect cost rate cap** lower than UCB's on-campus rate? Sponsor's Rate

Note: If UCB's on or off-campus F&A rates are not being applied, you must provide one of the following: 1. For federal or non-profit sponsors with documented F&A rates, a copy of the sponsor's standard F&A policy and [IDC Addendum](#) signed by your department chair or dean; OR 2. For all other reduced F&A rates, including industry sponsors, a UCB [Indirect Cost Waiver Request](#).

Yes No Is **mandatory cost share or matching** included? If so, what type is required by the sponsor? Cash Non-Cash

Yes No Is **voluntary cost share or matching** included? If so, what type is being offered? Cash Non-Cash

A Cost Share Budget and [Addendum](#) with approvals and signatures is required for all committed Cost Share at least 5 business days before submission.

Yes No Are **subrecipients/subcontractors** included on this proposal?

For each subrecipient, you must provide to your Proposal Analyst a [Sole Source Justification](#) (completed by PI) and [Subrecipient Commitment Form](#) with a statement of work, budget and budget justification (completed by subrecipient institution) at least 5 business days before the sponsor deadline.

Yes No Does the project budget include **direct costs for administrative or clerical staff**?

If yes, provide justification in the budget justification. For information on administrative and clerical staff costs for "major projects," see Exhibit C in Appendix A to CFR 220 (OMB Circular A21) at http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&tpl=/ecfrbrowse/Title02/2cfr220_main_02.tpl

Yes No Are you requesting any **course buy-outs** on this proposal?

If yes, your Proposal Analyst will let you know what Department and/or College approvals are required prior to submission.

Yes No Does this project require **space changes, renovations, or additional infrastructure**?

If yes, provide documentation describing the requested modifications and associated costs, with signatures from affected and appropriate Chairs/Deans.

Yes No Does this project involve the **transfer or receipt of tangible research materials** to a recipient organization that intends to use the materials for research purposes?

For information on technology transfer visit the [Technology Transfer Office](#) website and the links under "For Investigators."

Yes No Does this project require **specialized information technology** equipment or facilities and/or have any special information technology requirements?

For information on information technology, visit the [Information Technology grant](#) website.

Human Subjects

Yes No Is this a systematic research study that includes **human participants** with the intention to generalize the resulting information?

If "Yes," IRB must review and approve the project prior to the start of the project activities, and IRB approval will be required prior to the release of award funds. Information available online at <http://www.colorado.edu/vcr/irb>.

Status of IRB protocol approval:

Pending Approval Approved Protocol Approval Date Protocol Approval No.

Vertebrate Animals

Yes No Does this project involve **vertebrate animals** (including live, dead, observational studies, tissue or blood samples)?

If "Yes," IACUC must review and approve the project prior to the start of the project activities, and IACUC approval will be required prior to the release of award funds. Information available online at <http://www.colorado.edu/vcr/iacuc/getting-started/grants-protocols>.

Status of IACUC protocol approval:

Pending Approval Approved Protocol Approval Date Protocol Approval No.

Export Control

Yes No Does the solicitation or proposed agreement:

- Restrict dissemination or publication of scientific or technical data
- Restrict participation of foreign nationals
- Identify or involve technology subject to Export Control Regulations, examples include: encryption software, military or space technology, or does it involve bio-agents or chemical toxins. Items which are subject to Export Control Regulations are outlined in the EAR [Commerce Control List](#) and ITAR United States Munitions List <http://tinyurl.com/3f9fx6m>
- Will this activity require the University of Colorado Boulder to receive export controlled technology?
- Does this project involve the transfer of information/equipment to foreign countries or foreign nationals?

For further information to assist in addressing these questions, see UCB Export Controls Primer for Researchers:

<http://www.colorado.edu/vcr/export-controls/ec-primer-researchers>

[Technology Control Plan Guidance](#)

Biohazardous Materials

Yes No Does the project involve the use of biohazardous materials or genetically-modified agents, human tissue (including blood and immortal cell lines,) infectious agents, biotoxins, recombinant DNA molecules, or select agents (e.g. regulated animal and plant pathogens)?

If "Yes," IBC must review and approve the project prior to the start of the project activities, and IBC approval will be required prior to the release of award funds. Information available online at <http://www.colorado.edu/ehs/protocol/biosafety.html>.

Status of IBC protocol approval:

Pending Approval Approved Protocol Approval Date Protocol Approval No.

Radioactive Materials and Radiation (X-rays)

Yes No Does the project involve the use of radioactive materials or x-rays?

Yes No Has the Radiation Safety Committee approved the use of these radioactive materials or x-rays?

If "No," approval is required prior to the start of the project activities, and RSC approval will be required prior to the release of award funds.

For further information and to obtain a radioactive materials license, contact us at hpl@spot.colorado.edu and visit the [RSC webpage](#).

Lasers

Yes No Does the project involve the use of lasers? For more information about lasers, visit EH&S's [Laser Safety webpage](#).

If "Yes," check all that apply:

- Class I Class IIIa Other:
 Class II Class IIIb
 Class IIa Class IV

Other Special Reviews

Yes No Is there planned or potential use of hazardous materials? If "Yes," check all that apply:

- Acutely Toxic Chemicals Nitric Oxide Other:
 Toxic Gases Hydrofluoric Acid
 Explosive Chemicals Perchloric Acid
 Carcinogens/Mutagens Thiodiglycol
 Nitric Acid

Chemical use must follow Lab Safety Standards as determined by Environmental Health and Safety.

Subawardee(s)/Subcontractor(s) - Provide additional subawardee/subcontract information in Notes on page 4.

Institution Name	<input type="text"/>	Sub Budget Cap	<input type="text"/>
PI Name	<input type="text"/>	PI Phone	<input type="text"/>
PI E-mail	<input type="text"/>		
Admin Name	<input type="text"/>	Phone	<input type="text"/>
E-mail	<input type="text"/>		

Institution Name	<input type="text"/>	Sub Budget Cap	<input type="text"/>
PI Name	<input type="text"/>	PI Phone	<input type="text"/>
PI E-mail	<input type="text"/>		
Admin Name	<input type="text"/>	Phone	<input type="text"/>
E-mail	<input type="text"/>		

Co-PI/Co-I Information (CU employees only)

Co-PI #1	Name	<input type="text"/>	Title	<input type="text"/>
E-mail	<input type="text"/>	Phone	<input type="text"/>	Unit
				<input type="text"/>

Co-PI #2	Name	<input type="text"/>	Title	<input type="text"/>
E-mail	<input type="text"/>	Phone	<input type="text"/>	Unit
				<input type="text"/>

Co-PI #3	Name	<input type="text"/>	Title	<input type="text"/>
E-mail	<input type="text"/>	Phone	<input type="text"/>	Unit
				<input type="text"/>

Co-PI #4	Name	<input type="text"/>	Title	<input type="text"/>
E-mail	<input type="text"/>	Phone	<input type="text"/>	Unit
				<input type="text"/>

Indirect Cost Recovery Split

Yes No Is there an indirect cost recovery (ICR) split on this project? If yes, provide details below.

PI/Co-PI Name	<input type="text"/>	Unit	<input type="text"/>	Org #	<input type="text"/>	Percentage	<input type="text"/>
PI/Co-PI Name	<input type="text"/>	Unit	<input type="text"/>	Org #	<input type="text"/>	Percentage	<input type="text"/>
PI/Co-PI Name	<input type="text"/>	Unit	<input type="text"/>	Org #	<input type="text"/>	Percentage	<input type="text"/>
PI/Co-PI Name	<input type="text"/>	Unit	<input type="text"/>	Org #	<input type="text"/>	Percentage	<input type="text"/>

ICR Split Notes

Note: At the proposal stage, your Proposal Analyst will need documentation of approval of all ICR splits, either through a standing MOU between participating departments on file in OCG or through written approval from the chair/director of each participating department.

Conflict of Interest (COI)

Yes No

PI Have you filed a **Disclosure of External Professional Activities (DEPA)** for the current calendar year?

Co-PI #1 *Disclosure of External Professional Activities (DEPA) is required, minimally, on an annual basis. If this is a proposal to NSF or NIH, the proposal cannot be submitted until all CU investigators have a current DEPA on file. Information on how to file your annual DEPA online is available at <http://www.colorado.edu/vcr/coi/disclosure-form-depa>.*

Co-PI #2 *Reminder: DEPAs must be updated within 30 days of a status change in any investigator's conflict(s) of interest, including any changes related to this proposal/award.*

Co-PI #3 *NIH conflict of interest (COI) training is also required every 4 years for PHS/NIH projects. NIH COI training information is available at <http://www.colorado.edu/vcr/coi/public-health-services-agencies-nih-requirements>.*

Co-PI #4

Yes No

PI Do you have a **Memorandum of Understanding** on file or in process with the CU Conflicts of Interest and Commitment office?

Co-PI #1 *If a conflict of interest or commitment is identified through the DEPA process, the Compliance Director for Conflicts of Interest and Commitment will work with the reporting individual and his/her chair/director to develop a plan to manage the conflict and MOU. For more information, visit <http://www.colorado.edu/vcr/coi>.*

Co-PI #2

Co-PI #3

Co-PI #4

Yes No Will **students** be responsible for the design, conduct or reporting of research on this project?

Per federal regulation and university policy, students with these responsibilities are required to follow the DEPA reporting requirements as described at <http://www.colorado.edu/vcr/coi/disclosure-form-depa>. Additionally, all students or postdoc fellows paid from an NSF grant award and all trainees supported by most NIH awards are required to complete Responsible Conduct of Research (RCR) training as described at <http://www.colorado.edu/vcr/rcr/training>.

