

PROPOSAL APPROVAL FORM INSTRUCTIONS (DO NOT SUBMIT TO OSP)

The **Sponsored Programs Approval Form** is an internal Virginia Tech routing form used to expedite review and to request approval of project proposals and agreements between the university and sponsoring entities. Before these project proposals or agreements will be given final signature by an authorized university official, they must be reviewed and approved by all department heads and deans whose units have faculty and staff or other commitments to the project. The form must be used in the following cases:

- ◆ Submission of a **new, pre-proposal, or continuation** proposal.
- ◆ A **renewal** of an existing award is to be submitted to a sponsor.
- ◆ A **continuation** is to be submitted to sponsor.
- ◆ **Supplemental funds** are received that were not in original proposal.
- ◆ A **revised** proposal is to be submitted to a sponsor.

PROPOSAL INFORMATION

Lead Investigator: There can be only one Lead Investigator. The lead-investigator is the person designated to be responsible for the administrative and programmatic aspects of the proposed project. All others should be listed as co-investigators. Please provide the Virginia Tech Banner ID number of all investigators and their appropriate departments to credit.

Due Date: Indicate official deadline specified by the agency or sponsor and whether the document must be postmarked or received by that date. If there is no official deadline leave blank. Date format should be m/d/yy, for example 12/31/03.

Proposal Title: Provide the title of the proposal or award (limited to 290 spaces). Indicate specific program, if applicable.

Proposal Type: Check the category that best describes the nature of the proposed activity.

New - original submission of this project to the sponsor.

Renewal - requested support beyond that previously committed by sponsor.

Pre-proposal - original submission of project for a preliminary review.

Revision - a modification of a previously submitted proposal.

Continuation - a request for funds previously committed by sponsor.

Supplement - a request for additional funds for current budget/project period.

If renewal, continuation, revision, or supplement please provide either the proposal number or the fund number.

Basic or Applied: Is the proposed work basic science (new technology) or applied (expansion of existing technology)?

Requested / Unsolicited: Check requested if the proposal is in response to a request for proposals (RFP).

Where will work be performed: choose location of primary place of work.

Assistance: please indicate if you received assistance from National Capital Region Research Dev Team or the Proposal Development Team. Is the proposal a result of or related to one of the following **Virginia Tech initiatives**?

Virginia Bioinformatics Institute
ASPIRES

Institute for Critical Technology and Applied Science (ICTAS)
Institute for Biomedical and Public Health Sciences (IBPHS)
School of Biomedical Engineering and Sciences (SBES)

For more information regarding these initiatives, please visit www.osp.vt.edu/OSP/VTinitiatives.htm

Budget Period: Identify the entire budget period from beginning to end.

Indirect: Identify appropriate facilities and administrative costs (indirect rate).

Subcontracts: Check if subcontracts to third party institutions will be awarded.

Cost Share: Identify all project cost not borne by the sponsor. All cost sharing or matching commitments should be discussed with the Office of Sponsored Programs and **FORM A. COST SHARING REQUEST** should be completed and signed.

PERCENT CREDIT

Percent Credit: Internal estimate of the percentage of credit for each Virginia Tech investigator on this project (all investigators). The percent credit may or may not correspond to the proposed budget or to activity reported on the Personnel Activity Reports.

SPONSOR / AGENCY

Identify the appropriate contact, address and overnight address. Overnight addresses cannot contain P. O. Boxes or P. O. Box Zips.

MAILING INSTRUCTIONS

Mailing Instructions: Provide the number of copies needed (original plus copies) and identify choice of delivery. If OSP is to express mail, a two-day advance receipt by OSP is required. If department is to mail, provide phone number of person to be notified for pick-up.

COMPLIANCE

Use of Animal Subjects: Approval must be obtained from the Animal Care Committee prior to the initiation of any research if the project involves either living or dead vertebrate animals. Forms and information can be found at www.acc.vt.edu.

Use of Human Subjects: A project plan and protocol must be submitted to the Institutional Review Board (IRB). The IRB must review and approve the proposal before research can commence. Forms and information can be found at www.irb.vt.edu.

Export Control: Check if proposed work is subject to International Traffic and Arms Regulations or Export Administration Regulations.

Biohazards, Hazardous Waste, and Hazardous Chemicals, and Radioactive Materials: Compliance is coordinated by the Office of Environmental Health and Safety Services. Forms and information can be found at www.ehss.vt.edu/Text/homepage.htm.

Recombinant DNA/RNA: Please specify any recombinant DNA/RNA that will be used in this project. Answers to questions concerning DNA/RNA can be found at www.ehss.vt.edu/Programs/LSD/Biosafety/RecombinantDNAResearch.htm.

Good Lab Practices: If required, please coordinate with the College of Veterinary Medicine.

Patents / Copyrights or Proprietary Data: Check if proposal has unusual intellectual property requirements, is affiliated with an existing confidentiality agreement, or if confidential or restricted data or software of Virginia Tech is to be used in the proposed work.

International: Please check if work will involve an international effort. A copy of the proposal will be forwarded to OIRD.

ADDITIONAL COORDINATION

- 1. Cost Accounting Standards.** The Cost Accounting Standards Exception Request (**OSP Form B**) must be completed if proposal involves a federal sponsor and requests direct charging of administrative or office supplies.
- 2. Special Overhead Distribution.** Requires completion of the Earned Overhead Distribution Agreement (**OSP Form C**).
- 3. Academic Research Services Agreement.** Should be used for the measurement, composition, fabrication, or analysis services. Virginia Tech reserves the right to collect full overhead recovery (uncapped) on non-federally funded sponsored testing agreements.
- 4. Limited Submission.** If proposal is subject to limited submission, please coordinate with OVPR prior to submission to OSP.
- 5. Classified Research.** Virginia Tech is approved to handle up to the Secret Level for classified research. The director of the Office of Sponsored Programs serves as the Facilities Security Administrator. Please contact OSP to facilitate individual security clearances.
- 6. Special Transmittal Letter.** OSP will attach a boilerplate transmittal letter on top of the proposal to send to the sponsor. If you wish that the letter be customized, please check and notify the appropriate OSP project administrator.
- 7. Graduate Course Sponsorship.** Requires coordination with the Graduate School to ensure course is approved for graduate credit.
- 8. Non-Credit Course or Conference.** The Continuing Education Center assists faculty and staff with the budgeting, coordination, and administration of non-credit courses and conferences. If either is involved, please contact the Continuing Education Center.
- 9. University Housing.** The Continuing Education Center assists faculty and staff with the budgeting, coordination, and administration of a project utilizing university housing or food service.

CONFLICT OF INTEREST CERTIFICATION

Conflict of Interest Certification: The principal investigator must identify whether or not any participating faculty, staff, or students (or their spouse or dependent children) have significant financial interests (\$10,000 or 3% ownership, or \$10,000 of income per annum) that would reasonably appear to be affected by the activities to be funded by this proposal. In addition, you must identify whether or not the sponsor is a Virginia Tech faculty-owned business. Potential conflicts do not have to be resolved at the time of proposal submission, but must be resolved prior to award acceptance.

REQUIRED SIGNATURES

Required Signatures: The lead investigator and his/her respective director/dean are required to sign the form. In the event the proposal is via a university center and the center director is the principal investigator, then an appropriate University representative must also sign. By signing, all parties certify that appropriate space, faculty time, and equipment are available.