

University of South Alabama Policy on Proposal Routing

Procedures

The University Transmittal Form (green sheets) documents the understanding among the principal investigator and his/her department chair, dean, and university officials of the expected allocation of institutional resources and the terms and conditions of the anticipated grant/contract award. It is the obligation of the Principal Investigator to ensure all entries on the University Transmittal Form are completed and are accurate.

In order to assist faculty with the expeditious return of signed proposals, completed proposals (signed through the college-level) are to be submitted to OSP at least eight working days prior to the proposal mailing date. This time is required to adequately re-review proposal budgets and forms and to obtain university-level signatures. For the official institutional signature, all proposals are routed to the Authorized Organizational Representative, Robert W. Galbraith, Associate Vice President for Sponsored Programs.

Five Steps to Proposal Routing

Step 1. Complete the University Transmittal Form

A. Complete all fields of the Proposal Section

- All dates should include four digits for the year. Example: 06/01/2000.
- OSP Log # - please leave blank, OSP will complete this field after your transmittal form completes OSP final review.
- College, Department, Other Units abbreviations - Please use only the abbreviations listed via the online transmittal hypertext link. If you need a particular abbreviation that is not listed, please call OSP, 460-6456.
- Proposal Abstract - please limit to about 100 words (ONLY about 100 words will be entered into the database, the rest will not be entered). Please note that OSP will provide the proposal abstract to the Public Relations Office for use in press releases announcing the award.
- CFDA Number - this is a federal number unique to each federal program and is required by the grants and Contracts Accounting if your proposal is funded. The CFDA (Catalog of Federal Domestic Assistance) number may also be found in the application materials.

B. Complete all fields of Budget Section

- All dates should include four digits for the year. Example: 06/01/2000.
- All budget figures should be rounded off to the nearest dollar amount.
- Proposed Current Year Budget by budget categories - please provide the appropriate information for each budget category for the current year of your grant application. Only the current year breakdown is needed, not the entire project period budget.
 - Agency Request - include funds requested from the funding agency.

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- University In-Kind - include the in-kind match the University will contribute to the project (a reallocation of existing departmental funds).
- University Cash - include the cash match the University will contribute to the project (an allocation of unobligated funds).
- Personnel Time Commitments - by last name or title, please complete the following fields:
 - Fiscal Year (FY) - example, 10/01/99 through 9/30/00 is FY2000. Use only the Current Budget Period "From" date to determine the correct Fiscal Year.
 - Period -
 - AY = Academic Year: a nine-month appointment
 - CY = Calendar Year: a twelve-month appointment
 - SM = Summer: basically the three months of summer - June, July, and August
 - OL = Overload: only with college-level prior approval and if allowed by the agency
 - Mos - the number of months for which your time is committed to the project, i.e., 10% of a CY appointment is 1.2 mos.
 - Agency Request - include only salary or wages. Do not include fringe benefits.
 - University In-Kind - include only salary or wages. Do not include fringe benefits.
 - University Cash - include only salary or wages. Do not include fringe benefits. An account number must be included prior to OSP final processing of the transmittal form on the university level.
 - List Fringe Benefits the same as a last name or title and enter separately for each person.
- Non-Personnel Commitments - by budget category, please complete the following fields:
 - Description - for example, list the name of the equipment being committed to the project.
 - University In-Kind - list the dollar amount of the in-kind match.
 - University Cash - list the dollar amount of the cash match. An account number must be included prior to OSP final processing of the transmittal form on the university level.

Step 2. *Office of Sponsored Programs*

The internal review assures you that your proposal paperwork has been completed accurately, including the University Transmittal Form, appropriate forms, budget and budget justification.

Step 3. *The College-Level Approval Process*

- Academic colleges' and other units' proposals require the following signatures:
 - all appropriate internal review committee signatures
 - the principal and co-principal Investigators' signatures
 - the department chair signature (must include the department chair for the PI and all co-PIs)
 - the college dean signature (must include the Dean for the PI and all Co-PIs)

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- College of Medicine proposals require the following signatures:
 - the principal and co-principal investigators' signatures
 - the department chair signature (must include the department chair for the PI and all co-PIs)
 - The COM Research Office will secure appropriate internal review committee signatures and the dean's signature.

Step 4. *The University-Level Approval Process*

The complete application package must be received in the Office of Sponsored Programs eight working days prior to submission to the agency.

The application package submitted to OSP must include the following:

- Transmittal form signed through the college-level
- Face page, all compliance forms, and all budget forms
- Final budget narrative
- Final or draft proposal narrative

The Office of Sponsored Programs will secure all appropriate University-level signatures and will return all original materials and original signatures except for the transmittal form to the Principal Investigator. A copy of the transmittal form will be returned and the original will be retained in the Office of Sponsored Programs.

Step 5. *Mailing and Final Copies*

The Principal Investigator is responsible for completing the application package according to the agency guidelines, making all necessary copies of the application, and mailing the application package to the agency. Be sure to check your guidelines to adhere to any binding requirements. Please note the transmittal form is a University form only and should not be mailed with your application.

Final copies of the full proposal, including proposal narrative and appendices should be sent to OSP or the College of Medicine Research Office (COM faculty). Please note that OSP archives funded proposals for five years and declined proposals for two years. However, it is the responsibility of the Principal Investigator to keep a copy (electronic and hardcopy) of their proposals.