

Proposal Transmittal Form (PTF)
Office of Research and Sponsored Programs (ORSP)
Eastern Illinois University

A) SPONSORING AGENCY
(To Whom Proposal Will Be Submitted):

Agency Name: _____

Project Dates: Start: _____ End: _____

Complete Project Title:

Please provide a one to two sentence description of the project:

B) PRINCIPAL INVESTIGATOR (PI) OR PROJECT DIRECTOR (PD) INFORMATION
(Additional co-PIs or co-PD's should be listed on a separate page)

PI/PD

Name _____ Department _____ Email Address _____

CO-PI/PD

Name _____ Department _____ Email Address _____

CO-PI/PD

Name _____ Department _____ Email Address _____

CO-PI/PD

Name _____ Department _____ Email Address _____

C) BUDGET SUMMARY
(Detailed budget must be included in proposal)

	Direct Cost	Indirect Cost	Total Cost
Amount Requested from Funding Agency			
University Contribution (Cost Share)			
Total Cost of Project			

Grant Accountant

Date

D) COST SHARE COMMITMENT

Check as applicable:

Required Cost Share

Voluntary Committed Cost Share

Cost Categories:	Total Dollar Amount	Source*	Account (ORG) #	Authorized Signature	Date
Release Time (AY/Cal)					
Student Salaries (Undergrad/Grad)					
Other Salaries					
Fringe Benefits					
Equipment					
Materials & Supplies					
Graduate Assistant Tuition Waivers					
Block Graduate Tuition Waivers					
Other: _____					
F&A Waiver					
Total:					

*Source: C (College); D (Department); M (Central Matching Fund); O (Other, Explain)
The PI/PD certifies that all cost sharing is listed in the table above.

E) COMPLIANCE

Yes No

Will this project involve Human Subjects?

If yes, is IRB review pending?

IRB Protocol # _____

Will this project involve Vertebrate Animals?

If yes, is IACUC review pending?

IACUC Protocol # _____

Does the project involve dual use research of concern (DURC) or pathogens with enhanced pandemic potential (PEPP)?

If yes, is Institutional Review pending?

Compliance Director, Research and Sponsored Programs

Date

F) PI'S, CO-PI'S, DEPARTMENT CHAIR(S) & DEAN(S)/DIRECTOR(S) ACKNOWLEDGE AND APPROVE THE FOLLOWING SPECIAL CONSIDERATION(S)

<p>1. Will this project require additional space or facilities?</p> <p>2. Will this project require renovation of space or facilities?</p> <p>(If yes to either question, please give details, Building, room number, etc.)</p>	<p>Yes No</p>	<p>If Yes for Item 2, the following signatures are required.</p> <p>_____ Facilities Planning and Mgt. Representative _____ Date</p> <p>_____ Responsible Unit _____ Date</p>
<p>3. Will this project include Release Time, Buyout Time, or any other payment of salary?</p>	<p>Yes No</p>	<p>If Yes, complete the Grant Workload and Salary Form. Form must be signed by the Chair and Dean and, if applicable, the VP.</p>
<p>4. Is the Responsible Conduct of Research (RCR) Training Completed?</p>	<p>Yes No</p>	<p>This applies to all federal or federal flow-through research grants. https://www.citiprogram.org/Default.asp</p>
<p>5. Is the Financial Conflict of Interest training completed and/or form Submitted to ORSP?</p>	<p>Yes No</p>	<p>NSF and PHS Grants Only http://eiu.edu/grants/COMP_FCOI.php</p>
<p>6. Will this project involve purchase of computers?</p> <p>A. Used for normal productivity only. B. Used for computing, or networking that require human and/or technical resources for ITS.</p>	<p>Yes No</p>	<p>If Yes to Item 6 B, the following signature is required.</p> <p>_____ Assistant Vice President for Information Technology Services _____ Date</p>
<p>7. Does this project include courses/workshops to be offered for academic credit through the College of Education?</p>	<p>Yes No</p>	<p>If Yes for Item 7, Credit Component approved by:</p> <p>_____ Dean, College of Education _____ Date</p>

G) DEPARTMENT AND COLLEGE APPROVAL

Each of the signatures in Section G below indicates review and approval of the attached proposal and the items specified in this Proposal Transmittal Form, inclusive. Further, it is hereby certified that the PI and Co-PI(s) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from current transactions by any federal department or agency, and that the PI, Co-PI(s), Chair(s) and/or Dean/Director(s) are responsible for adhering to University policies and procedures; accepting responsibility for over expenditures and disallowed costs; ensuring all costs incurred are project related, and in accordance with contractual terms, conditions and time frames, ensuring the technical and reporting requirements of the project are satisfied.

_____ PI/PD	_____ Date	_____ Department Chairperson	_____ Date	_____ Dean of College	_____ Date
_____ PI/PD	_____ Date	_____ Department Chairperson	_____ Date	_____ Dean of College	_____ Date
_____ PI/PD	_____ Date	_____ Department Chairperson	_____ Date	_____ Dean of College	_____ Date
_____ PI/PD	_____ Date	_____ Department Chairperson	_____ Date	_____ Dean of College	_____ Date

H) ADMINISTRATIVE APPROVAL

_____ Director of ORSP	_____ Date	_____ Vice President of Area Submitting Proposal (if applicable)	_____ Date	_____ Vice President for Business Affairs (if applicable)	_____ Date
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