

Instructions for Completing the OSRP External Funding Proposal Routing Form

Funding Agency Deadline Date

Receipt Date Postmark

Agency Deadline: The date by which the application must be received by funding agency or date the application must be postmarked.

Principal Investigator/Project Director _____ Department _____ College _____	Campus Phone _____ e-mail Address _____
Co-Investigator _____	Campus Phone/e-mail Address _____

Principal Investigator/Project Director: If more than one PI, place an asterisk beside primary contact and list Co-Investigator(s). Please list all appropriate contact information.

Title of Proposal _____

Funding Agency _____

Agency Mailing Address _____

Funding Agency: The agency to which the proposal is being submitted, along with appropriate address for submission.

Agency Budget	Current Year	Total Project
Direct Cost	\$ _____	\$ _____
Indirect Cost	\$ _____	\$ _____
Total Agency Request	\$ _____	\$ _____
First Year Budget Period		
(Start) _____	(End) _____	
Total Project Period (for multi-year projects only)		
(Start) _____	(End) _____	

Agency Budget: In this section list only the money you are requesting from **external** funding sources for both the Current Year and the Total Project. If an institutional match is required, check the appropriate blanks and complete the cost sharing/matching section in the Budget Summary on the next page.

Funding Type: The source of the money funding the project; it may or may not be the same as the funding agency. Ex: the application may be to the Louisiana Department of Education (state), but the funds are pass-through monies from the U. S. Department of Education (federal): the funding type would be Federal. Pass-through Monies: funds from a third agency (usually a federal agency), making Southeastern essentially a subcontractor.

Is cost sharing/matching required? Yes No
 - If yes, complete cost-sharing/matching section on next page.

Funding Type **Select**
 If funds are pass-through monies, list original source:

Type of Proposal/Contract **Select**

Project Type **Select**
 If other, describe

Project Type: Select one project type (from the following listing) that most nearly describes the project:

Instruction (I): Activities that are part of institution's instructional program, including credit and non-credit

courses; academic, vocational, and technical instruction; remedial and tutorial instruction; regular, special, and extension sessions.

Research (R): Individual and/or project research managed within academic departments, formally organized institutes, research centers (that manage a number of research efforts and separately budgeted).

Public Service (PS): Projects that provide non-instructional services to individuals and groups external to institution, including: community service programs, cooperative extension services, conferences, institutes, general advisory services, public radio and television, consulting, etc.

Academic Support (AS): Activities and services to support instruction, research, public service, including: retention, preservation, and display of educational materials (e.g., libraries, museums, and galleries); services such as demonstration schools, media services, computing support; academic administration to dean level; personnel development; separately budgeted support for course/curriculum development.

Student Services (SS): Activities by admissions, registrar, and other offices with primary purpose of supporting student's emotional and physical well-being, as well as intellectual, cultural, and social development outside formal instruction. Includes: student activities and organizations, cultural events, intercollegiate athletics (if an integral part of physical education department and not mainly self-supporting activity), formally organized counseling and career guidance (other than academic advising), services for special groups (e.g., minority students, veterans, students with disabilities), student health services (not self-supporting).

Institutional Support (IS): Central executive-level activities that are institution-wide and concerned with management and long-range planning; fiscal operations; administrative computing; space, employees, procurement, safety, security, printing, transportation, etc.; community and alumni relations; development and fund-raising.

Operation and Maintenance of Plant (PP): Projects for funds to operate and maintain all aspects of physical plant, grounds, facilities, including utilities, insurance, other.

Scholarships and Fellowships (S/F): Grants to undergraduate and graduate students resulting from institutional selection or entitlement program, trainee stipends, prizes, awards. Does not include awards for which students must render services or for trainees not enrolled in formal course work.

Compliance Information

☞ Human participants involved in research?

Yes No

- If yes, has protocol been submitted to IRB?

Yes No

☞ Animals involved in research?

Yes No

- If yes, has protocol been submitted to IACUC?

Yes No

☞ Biohazards involved in research?

Yes No

- If yes, has protocol been submitted to Office of Safety/Hazardous Materials?

Yes No

☞ Radioactive isotopes involved in research?

Yes No

- If yes, has protocol been submitted to Radiation Committee?

Yes No

**** If Purchasing Computer/Technology Equipment, Complete BCS Approval Form and Attach ****

Compliance Information:

IRB/IACUC/Biohazard Information: If human or animal participants are involved, an IRB/IACUC approval must be obtained prior to beginning the project. It is suggested that the appropriate forms be submitted to the IRB/IACUC when the proposal is submitted, as some federal agencies require it. If using any radioactive or hazardous materials in a project, obtain the approval of the University's Chair, Radiation Committee or Director of Safety and Hazardous

Materials.

NOTE: The Basic Computing Services Approval Form (found on the OSRP Forms page) must be approved by Basic Computing Services and attached with any proposal purchasing computer/technology equipment.

The officials whose signatures appear below have examined the attached proposal. The principal academic review of the proposal is the responsibility of the department chair and college dean. These signatures indicate familiarity with the proposal and deem it is within, and does not compromise, the stated mission of the University. Additionally, signers are satisfied with and are responsible for all commitments (space/personnel/financial/etc.) in the proposal as such relate to the respective areas of responsibility.

Department Chair/Director	Date	Controller	Date
Dean/Vice President	Date	Provost	Date
Director of Sponsored Research & Programs	Date	Additional Signature	Date

University Endorsements: Before turning a proposal in to the Office of Sponsored Research, secure the Department Chair/Director and Dean/Vice President's approval. If personnel from more than one college or division are involved, the appropriate individuals in each college or division must sign the form.

Project Personnel	% Time	Salary Type	From (Date)	To (Date)	% Time Other Grants
Attach sheet for additional personnel					

BUDGET DATA

Project Personnel: List all personnel whose time will be reportable under this project, including faculty, staff and graduate assistants. Indicate the salary type as defined below. Note that personnel receiving salary funds through a sponsored program are subject to state and University employment regulations regarding nepotism (Faculty Handbook Part II, p. 6) and supplemental compensation (FH Part IV, p. 2).

% Time: Calculate the percentage of time for this project based on 100% full-time effort. For example, if a grant pays for the equivalent of 2 summer courses for a faculty, the percentage of time included would be 66.7%, based on 3 courses being 100%.

Salary Type: External Buy-Out (B/O): (time purchased by the funding agency) Faculty or staff will be released from a percentage of regular duties to perform under the sponsored project, and the salary for that percentage of time will be paid by the grant or contract funds. Buy-out time during the fall and spring semesters should also include a fringe amount of 30%. For multi-year proposals, increase the fringe rate by 1.5% for each subsequent year.

Summer Pay (Sum): Summer salary requested from funding agency (maximum of 2/9 of academic year salary may be requested). Usually, the fringe for faculty summer pay is calculated at 30%.

Interim Pay (IntPay): Salary amount requested from external sources for work performed between academic semesters; total for year may not exceed 1/9 of academic year salary. Usually, the fringe for faculty interim pay is

calculated at 21%.

Paid Overload/Additional Duties (PdOL/AD): Commitment of time, in addition to regular duties, with additional compensation from the agency. Usually the fringe for overload/additional duties is calculated at 25% for fall, spring, and summer. (See Faculty Handbook Part IV, p. 2)

Univ. Release (Rel): Salary equivalent in class assignment from which the faculty is released and salary is paid by Southeastern, or percent of staff time to be devoted to the project. Usually the salary and fringe amounts are included as a cash match by the University.

Gratis-No Pay (GNP): Commitments of time, in addition to regular duties, with no additional compensation. This would be included under in-kind match.

BUDGET SUMMARY -- TOTAL PROJECT							
<i>(show yearly budget category amounts in budget justification)</i>							
Category	External \$ Amount	SLU Matching Funds			3rd Party Match		Total Cost
		Cash	Acct #	In-kind	Cash	In-kind	
Personal Services	\$ []	\$ []	# []	\$ []	\$ []	\$ []	\$ []
Travel	\$ []	\$ []	# []	\$ []	\$ []	\$ []	\$ []
Operating Services	\$ []	\$ []	# []	\$ []	\$ []	\$ []	\$ []
Supplies	\$ []	\$ []	# []	\$ []	\$ []	\$ []	\$ []
Professional Services	\$ []	\$ []	# []	\$ []	\$ []	\$ []	\$ []
Other	\$ []	\$ []	# []	\$ []	\$ []	\$ []	\$ []
Acquisitions	\$ []	\$ []	# []	\$ []	\$ []	\$ []	\$ []
Indirect Cost [] % of \$ []	\$ []	\$ []	# []	\$ []	\$ []	\$ []	\$ []
TOTALS	\$ []	\$ []		\$ []	\$ []	\$ []	\$ []

Budget Summary

An overview of the total project budget; categories here should match University budget categories, as this will be used to set up the budget when the grant is awarded. Listed below are examples; contact OSRP or the Controller's office for further details.

Personal Services: Wages/salaries for Southeastern employees, including faculty, staff, clerical and new positions requested; student worker wages, and tuition and stipends for graduate assistants. Also include fringe benefits, usually calculated at 30% of wages and salaries. This fringe rate applies to all categories of pay including regular pay, additional duties, summer salary, or interim pay. There are no fringe benefits on student workers or graduate assistants. Fringe benefits are also not included on any in-kind salary matches. Please note, if you are preparing a multi-year grant proposal, a 4% salary increase should be factored into salaries for each project year to cover raises **if allocated** and the fringe rate should increase by 1.5% for each subsequent year.

Travel: Transportation, mileage, meals, lodging, etc. (see University and funding agency guidelines)

Operating Services: Printing, copying, postage, telephone, advertising, etc.

Supplies: Consumable supplies (paper, printer cartridges, lab or classroom supplies, etc.), software, equipment items under \$1,000.

Professional Services: Compensation or fee amounts paid to persons not employed by Southeastern; outside consultants, contractors, and services.

Other Charges: Participant support costs, subcontracts, tuition and stipends from the agency, tuition waivers by Southeastern, other items not included elsewhere.

Acquisitions: Equipment, furniture, library acquisitions.

Indirect Cost: Now referred to as facilities and administrative (F & A) rates, these costs are those incurred by the University as related to the grant activity. Examples of such costs are maintenance, depreciation, general and departmental administration, utilities, janitorial services, accounting and purchasing services, research administration services, library operations, etc. Funding agencies recognize these expenses and allow the University to recover these costs through a negotiated F & A rate that is included in the grant expenses. The rate varies by agency. The PI must include in the project budget the maximum allowable amount of F & A costs that the sponsoring agency will pay according to the program guidelines.

Federal agencies (including NSF) will generally allow F & A costs at the University's federally negotiated rate (currently 44% of externally funded salaries and wages, excluding fringe benefits). By contrast, the US Department of Education usually allows 8% of the Modified Total Direct Cost (MTDC).

The Board of Regents and other State of Louisiana programs typically allow 25% of salaries and wages, including fringe, or disallow indirect costs entirely. Foundations usually allow a much smaller percentage, or none at all.

Because funding sources vary widely on indirect costs rates, check the application guidelines or requests for proposals (RFPs) carefully. Should F & A costs not be allowed under the terms of the proposal guidelines, the University may include the value of these costs as an in-kind match. Calculate this amount by multiplying 44% of externally funded salaries and wages (excluding fringe) and show it as an in-kind match by the University (if matching funds are required). Also, please include with your routing forms, the agency specification that indicates the amount of indirect costs allowed or not allowed.

Matching Funds: Matching funds are sometimes required and indicate the University's commitment to the project. **Do not include a match from Southeastern unless it is encouraged or required.** If there is a need to document salient efforts on the part of faculty and/or staff, do so in the proposal narrative and refrain from including such in the match budget.

Cash Match: In general, this refers to items that require clearly identifiable and reportable cash outlay by the University, including the value of wages and salaries (ie % of secretary's time spent with project), supplies, travel, xeroxing, equipment, printing, postage, etc. The use of faculty time spent teaching a course that supports or is relevant to the grant is sometimes used as a cash match. In this case, there is no "new" money as the faculty time for teaching is already accounted for in a departmental budget. Cash match items have a

direct impact on the University budgets and **must be identified by a source budget account number. Dean and department chairs need to be aware that if the project receives external funding, these amounts will be removed from the source budget and placed in a match budget for the project.**

In-kind Match: Generally, this refers to providing or absorbing services with no cash commitment such as use of existing equipment or telephone lines, office space and building space. Salary equivalent for faculty or unclassified time committed with no compensation or release time (gratis) can also be included. The value of indirect costs when no indirect costs are allowed, or the difference in the amount allowed and the University's rate, can also be used for in-kind matching.

Some grantors use "in-kind" to mean any kind of match (including cash); therefore, check individual grantor's definition of "in-kind" to be sure the correct definition of in-kind is used for the grantor's forms. Additionally, be aware that for the purposes of the routing form and process, the University may define these matches differently than that defined by the agency. Please check with the Office of Sponsored Research.

3rd Party Match: Sources from outside Southeastern, including private sources (both cash and in-kind, including, for example, volunteer time of consultants and participants, supplies provided, etc.) and other state or federal agencies/departments, as applicable.

UNIVERSITY IMPACT/CONSIDERATIONS

- ◆ Where will the project be conducted? Building: Room No: Other:
- ◆ If the project requires alterations/additions to space or utilities, please refer to the University's Space Management policy. (<http://www.selu.edu/documents/policies/spacemgmtpolicy.pdf>)
 - Check here that related Change in University Space Request Form has been submitted. (<http://www.selu.edu/Academics/Provost/forms/spacechangerequest.htm>)
- ◆ Impact Statement: University Strategic Priorities addressed: (list numbers and brief description)

Project Location: Location(s) where the primary project activities will take place. If the project proposes to take space that is currently being used for instructional purposes, you must coordinate with the Assistant Vice President for Academic Affairs **prior** to submitting the proposal. (Note: the actual cost or value of required renovations, wiring, re-keying, etc. may be used as match.)

Impact Statement: List the number(s) of the [University's Strategic Priorities, Vision Statements & Strategies \(Vision 2010\)](#) the proposed project will address and a brief description of the projected impact on them. Most projects would include Strategic Priority 5: to increase, diversify, and effectively manage funding.

COMMENTS

FOR REVIEWERS' USE ONLY

The comment section is reserved for the inclusion of pertinent information by reviewers. Comments or additional information by the PI should be attached to the routing form as a separate document.

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