UNIVERSITY OF NEW HAMPSHIRE
SPONSORED PROGRAM PROPOSAL INTERNAL APPROVAL ROUTING FORM
INSTRUCTIONS AND INFORMATION

1. UNH PROJECT DIRECTOR
   Name
   Please enter the name of the person who will assume overall responsibility for the project. Please use your name as entered in the UNH employment system.
   E-mail Address
   SPA frequently communicates by email, so please provide the best address(es) by which to reach you.
   Campus Phone
   If you don’t have a campus phone, or rarely use it, feel free to enter a preferred number.

2. PROPOSAL PROJECT TITLE
   Short
   UNH uses InfoEd to manage proposal and award data, and the system only allows for 30 characters in the title. Please provide a title that is meaningful, and unique. If you use the same/similar title for all projects, it will be difficult for you and others to keep them straight.
   Long
   This is the full title of your proposal. Keep in mind that some sponsors, such as NIH, also have limited space for titles in their application forms.

3. PROJECT DEPT/CENTER/INSTITUTE
   Enter the UNH academic, research, or administrative dept, center, or institute with which the project will be primarily affiliated.

4. CENTER/INSTITUTE SUBMISSION
   If this is a center/institute submission enter name here.

5. PROJECT LOCATIONS
   On
   Check this block if project will be conducted on or in UNH-owned property or facilities.
   Off
   Check if project will be conducted at a location not owned by UNH. Conference travel does not warrant checking the “off” block, but travel to field work sites, whether local or foreign, may.
   Where
   UNH building(s) and room(s) where the sponsored program will be conducted. If off-campus, specify city, state, or country. If there are on- and off-campus elements, specify all locations.

Some rates may vary depending on your selection for this field. Consult your UNH SPA grant/contract administrator for appropriate facilities and administrative costs rate(s).

6A. PROPOSED SPONSOR
   Sponsor to which application is being made. If to specific division within sponsor, specify (e.g., National Science Foundation directorate or National Institutes of Health institute.)
   CFDA #
   5-digit Catalog of Federal Domestic Assistance number is required if proposed Sponsor is Federal. This number is usually on the first page or two of a program announcement. If you can’t find it, your GCA can help.

6B. PRIME SPONSOR (if pass-through)
   Check if the originating source of funds is other than Proposed Sponsor. E.g., if the application is to
Harvard to collaborate on an NSF project, Harvard is Proposed Sponsor and NSF is Prime Sponsor. If Proposed and Prime Sponsor are same, leave 5B blank.

7. PROPOSAL RESPONDS TO PROGRAM ANNOUNCEMENT OR NON-PROFIT SPONSOR
SPA (and possibly chair and dean) will need to review the program announcement or non-profit sponsor application guidelines. The earlier you can provide a URL or other format to your grant and contract person, the better! Leave item 6 blank if not applicable.

8. REQUESTED PROJECT DATES
From
Enter month, day, and year you wish the project to begin. Some sponsors will give guidance on what the earliest start date may be.
To
Enter month, day, and year you wish the project to end. Again, check for time limitations in the program announcement.

9. COST SHARING
None
Check if cost sharing or match is not involved. "Cost Share" or "match" refers to non-sponsor-supplied funds to be used to cover part of the total project costs. Non-sponsor-supplied funds could be UNH and/or non-UNH dollars and/or in-kind contributions. IMPORTANT-MANDATORY! If sponsor requires cost sharing or match of dollars and/or in-kind contributions, check this block and complete the UNH Cost-Sharing Form at http://unh.edu/research/get-approvals. See http://unh.edu/research/sites/unh.edu.research/files/Cost%20Sharing%20Procedures.pdf for UNH Cost Sharing policy. Secure commitment signatures on the UNH Cost-Sharing Form. RC unit head's and/or SPA's approval are/is required before submission of proposal to sponsor.
Voluntary
Check if cost sharing is not required, but you wish to commit specific funds and/or in-kind to the project. Complete UNH Cost-Sharing Form. Note – some sponsors, such as NSF, ban voluntary cost sharing. Your RC unit will need justification for voluntary cost sharing. UNH discourages the use of voluntary cost share.

10. PROGRAM INCOME
No
Check this block if no program income will be generated during the project period. Examples of program income: income from registration fees or sales of goods, fees for services performed. See http://www.usnh.edu/olpm/UNH/VIII.Res/N.htm#2 for UNH Program Income policy.
Yes
Anticipated program income must be declared in proposal budget narrative. Consult policy and SPA grant/contract administrator. Program income is generally subject to the same conditions and restraints as the award funds.
Anticipated:
Enter total program income revenue expected to be generated during the project period. Proposal narrative must state whether this revenue will be used as additive to, deductive from, or cost sharing with sponsor-provided funds. (UNH prefers “additive”.)

11. APPLICATION TYPE
New
Check if this is a new submission. New or resubmitted applications would result in sponsor issuing new award number, requiring separate UNH accounting for award.
**Competitive Renewal**
Application to support new phase of previously funded project, usually resulting in new sponsor grant or contract number. Please note previous Banner fund number.

**Pre-proposal**
UNH requires the Internal Approval form be completed for pre-proposals with budgets other than a single total amount and/or when official UNH signature is required.

**Continuation and Supplement**
Check if this is a continuation of multi-year award for which sponsor requires budget requests for yrs. 2, 3, etc., or for additional $ to existing award. Please specify existing UNH Banner grant number.

**Revised Budget**
Check box if you are submitting an application that will revise a budget or statement of work for a proposal still pending with sponsor (that is, pre-award).

**UNH PID**
Enter 5-digit SPA-assigned PID (Proposal ID #.) Contact SPA GCA responsible for project dept. if PID not known.

### 12. SPONSOR COSTS

**Total Direct:** $
Total amount of "direct" costs being requested of sponsor and any 3rd party CASH for this project.

**Total Indirect:** $
Total amount of overhead or indirect costs. In 1996, the Federal government renamed "indirect" as "facilities and administrative" (F&A) costs. UNH negotiated rates vary, or rates may be limited by the sponsor. Contact SPA if you are not certain which rate to use.

**Total Sponsor Costs:** $
Total $ amount being requested (direct and indirect) of sponsor and any 3rd party CASH for this project. This amount must match that in the proposal budget.

**F&A Rate(s):** %
Primary indirect (also known as Facilities & Admin) rate(s) applied to this project. See [http://www.unh.edu/research/develop-budget](http://www.unh.edu/research/develop-budget) for current rates or contact SPA GCA responsible for project department, center, or institute.

### 13. SUBMISSION TO PROSPECTIVE SPONSOR

**#Copies**
Enter number of paper copies sponsor requires for this application. If electronic submission is also required, check the next block too. In general, this block is your way to tell SPA how this needs to be submitted, what needs to be submitted, and when.

**Electronic Submission**
If sponsor also requires paper copies, complete prior box as well.

**Electronic Service**
If the proposed sponsor is non-Federal, enter electronic submission URL or other similar address.

- **Deadline Date: Postmark**
Check this block if deadline date is postmark rather than receipt.

- **Deadline Date Sponsor Receipt**
Check block if the deadline is a date by which sponsor must physically receive paper or electronic proposal. Indicate date of postmark or receipt.

**Sponsor Mailing Name**
If paper copies are required, enter name and address of sponsor organization or person to receive paper copies of proposal. **NOTE:** FedEx and UPS will not deliver to PO boxes. **NOTE:** SPA no longer has UPS pickup, so be sure to leave time to pick up the signed copy (copies) and get them to your preferred currier service, or to the UNH postal service at Leavitt Lane.
14. **PURPOSE**

**Research**
Investigator-driven studies with results that contribute to generalizable knowledge; includes the training of individuals in research techniques. If yes, check 1 of the following boxes beneath; Basic Research, Applied Research, or Development.

**Instruction**
Check this block if students will receive course credit while participating in this project. Request tuition/fees in application budget. You will also check “yes” on item 15, "Credit Courses and/or Degree Programs”.

**Other**
If project is neither research nor instruction, check this block. Example of "Other": performing tests or analyses for outside companies, some training grants.

15. **KEY WORDS**- Check all that apply:

- Interdisciplinary
- International
- Sustainability

16. **SPECIAL CONSIDERATIONS FOR THIS PROJECT**

**New UNH Positions**
If new staff is needed for this project, contact your BSC and/or UNH Human Resources to complete a PDQ and get a salary range. The Project Director should work with the BSC contact for the proposed project dept. and/or UNH Human Resources (2-0501 or [http://www.unh.edu/hr/forms.htm](http://www.unh.edu/hr/forms.htm)) to complete a Position Description Questionnaire and get a salary range to include in proposal. SPA will need some indication from your dean that they approve this.

**Personnel from Other Departments**
Faculty or staff who are to be paid on a grant, or whose efforts are part of cost-sharing commitment must have approval from their school or institute. Use the Additional Faculty/Staff form found at [http://www.unh.edu/research/forms/tools-unh-researchers/proposals-submissions/get-approvals](http://www.unh.edu/research/forms/tools-unh-researchers/proposals-submissions/get-approvals)

**Faculty Release Time (AY or Summer)**
Faculty release from teaching commitments for work on the sponsored project must be approved in advance by the RC unit head.

**Faculty Summer Salary**
See UNH Additional Pay policy and sponsor requirements for limitations on faculty summer pay and time. See [http://www.unh.edu/olpm/UNH/V.Pers/F.htm#7](http://www.unh.edu/olpm/UNH/V.Pers/F.htm#7), section 7.6.11 for UNH Additional Pay Policy and check sponsor requirements for limitations on faculty summer pay and time. NSF, for example, will rarely approve funding more than 2 months of faculty summer salary, inclusive of all projects with summer effort.

**Faculty Supplemental Salary (AY or Summer)**
Project Director and/or Co-Director supplemental (i.e. over and above standard pay rate) salary must be approved in advance by RC unit head(s) and fully justified in proposal. Supplemental pay differs from summer pay. See 7.6.12 at [http://usnholpm.unh.edu/UNH/V.Pers/F.htm#7](http://usnholpm.unh.edu/UNH/V.Pers/F.htm#7) for policy. Complete request form at [http://www.unh.edu/hr/pubs-frm.htm#supp](http://www.unh.edu/hr/pubs-frm.htm#supp). RC unit head approval required on form for each person before proposal submission. If sponsor is a Federal agency, the request for supplemental salary must be clearly indicated in the proposal budget.

**Student Support**
Project Directors are encouraged to include students in all projects. Graduate students are limited to 20 hrs per week during academic year. Current minimum grad student stipends, tuition costs, and maximum work hours are available on the research website at [http://www.unh.edu/research/develop-budget](http://www.unh.edu/research/develop-budget)
Credit Courses and/or Degree Programs
Such proposals should include a request in proposal budget for full reimbursement for course tuition costs. Contact UNH Registrar’s Office at 2-1089 for rates. Dean's & Provost’s approval needed to charge less than current UNH rates. Dean's approval required for new degree programs.

Scholarships
If proposal included funds budgeted for scholarships, Dean's approval is required.

Sub-recipients
Contact SPA GCA responsible for Project Dept, Center, or Institute ASAP for assistance and forms to complete. Contact SPA for assistance with sub-recipient budgeting, work scope, and potential terms/conditions.

Equipment with Purchase Price > $50K
Also complete UNH Cost-Sharing Form and/or renovations forms as appropriate. Consult RC unit head and UIC for commitments. Consult University Instrumentation Center (2-2790) and RC unit head to obtain UNH commitments for space, technicians, etc. to accommodate new equipment as appropriate.

Individually Identifiable Health Information
“Individually identifiable health information” is information, including demographic information, that:

1. Is created, maintained, transmitted, or received by a health care provider, health plan, employer, or health care clearinghouse, or by UNH on behalf of such an entity; and
2. Relates to the past, present, or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present, or future payment for the provision of health care to an individual; and
   i. That identifies the individual; or
   ii. With respect to which there is a reasonable basis to believe the information can be used to identify the individual (e.g., by putting two or more data points together, such as date of service and diagnosis).

Please contact Melissa McGee, UNH Research Integrity Services Compliance Officer, if you have any questions. melissa.mcgee@unh.edu 862-2005

Renovations/Additions to Existing UNH Property
Consult RC unit head for commitments if project will involve renovations or additions to any UNH land, buildings, rooms or other property. RC unit head’s signature below signifies commitment to support the proposed renovations or additions.

Additional UNH Space – Estimated New Sq. Ft.
Consult RC unit head for commitments if project will require more/new space. Enter number of additional square feet required for project. RC unit head’s signature on this form indicates commitment to provide for additional/new space as requested.

Export-Controlled Technologies, Items, or Information
Contact SPA's export controls administrator to seek alternatives or to develop a management plan to comply with federal laws. http://www.unh.edu/research/export-controls is the link for UNH’s information on export controls.

Shipments Out of the United States
Contact SPA's export controls administrator to discuss. Licenses may be required for shipping under federal law. SPA’s information on export controls can be found at http://www.unh.edu/research/export-controls.

Interactions With US-Embargoed Countries
Contact SPA's export controls administrator for guidance prior to interactions. See http://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx to access the current list of embargoed countries. Be cognizant of federal laws, as penalties are severe.

RFP/BAA Publications or Foreign Nationals Restrict
Seek advanced guidance from SPA’s export controls administrator and/or UNH’s Research website at http://www.unh.edu/research/export-controls. Discuss in advance with SPA's export controls administrator any RFA (Request for Applications) or BAA (Broad Agency Announcement) limitations
or restrictions on publications or inclusion of foreign nationals in proposed project. See UNH's Research website.

**Foreign Travel**
Seek advanced guidance from SPA’s export controls administrator and/or UNH’s Research website at http://www.unh.edu/research/export-controls - bringing equipment, or even a laptop, overseas may require review and approval. Discuss in advance with SPA’s export controls administrator any RFA (Request for Applications) or BAA (Broad Agency Announcement) limitations or restrictions on foreign travel in proposed project.

**Hazardous Chemicals or Wastes**
Contact UNH OEHS at 2-4041 for questions about hazardous chemicals and for information about hazardous wastes. All hazardous chemicals must be inventoried by the UNH Office of Environmental Health & Safety (OEHS). All hazardous wastes must be managed per federal, state, and local laws. Contact OEHS at 2-4041 for information, training, and assistance.

**Class IIIb or IV Lasers**
All Class IIIb and IV lasers must be registered w/ the UNH OEHS, and laser workers trained. Call 2-4041 for assistance.

**X-Ray and/or MRI Equipment**
All X-Ray and MRI equipment used at UNH must be registered with the UNH Office of Environmental Health & Safety (OEHS). Call OEHS at 2-4041 for information and assistance.

**Biohazardous Materials (pathogens, toxins, human sourced)**
The Institutional Biosafety Committee (IBC) reviews protocols for recombinant DNA, infectious agents, biological toxins and Select Agents. Large scale biological work (> 9.9 L) must also be approved by the IBC. Contact Dana Buchman at 2-0197 with any questions.

**Import of Biological Materials**
See above for contact information for IBC.

**Human Subjects - No**
Check if project will not involve human subjects. For more information on use of human subjects in research, see http://www.unh.edu/research/human-subjects or contact Research Integrity Services (RIS) at 2-2003.

**Human Subjects - Yes**
Check if project will involve human subjects. Generally IRB approval is not required at time of proposal, but must be in place before an award can be accepted. IRB approval must be obtained prior to use of human subjects. Contact RIS at 2-2003 for assistance.

**Human Subjects – Approval Pending**
Check if project will involve human research subjects but application not yet submitted to, or approved by, UNH IRB.

**Human Subjects - Approval - Yes**
Check this block if IRB approval is current for this project period. Enter IRB protocol #. Contact Research Integrity Services at 2-2003 for any assistance.

**Human Subjects Protocol #**
Enter IRB approved protocol # for this project. If project end date will exceed protocol expiration date, seek further IRB approval.

**Vertebrate Animals No**
Check if project will not involve use of vertebrate animals. For more information on use of vertebrate animals in research or instruction, see http://www.unh.edu/research/animal-care-use or contact RIS at 2-2003.

**Vertebrate Animals Yes**
Check if project will involve use of vertebrate animals. Generally Institutional Animal Care and Use Committee (IACUC) approval is not required at time of proposal, but must be in place before an award can be accepted. IACUC approval must be obtained prior to any animal use. Contact RIS at 2-2003 for assistance.

**Vertebrate Animals Use Approval - Pending**
Check if project will involve vertebrates but application not submitted to or approved by IACUC. If project will involve vertebrates, approval must be obtained from the UNH Institutional Animal Care and Use Committee (IACUC) prior to use of vertebrates. Contact RIS at 2-2003 and/or see http://www.unh.edu/research/animal-care-use for assistance.

**Vertebrate Animals Use Approved - Yes**
Check this block if UNH IACUC approval is current for this project period. Tab to enter IACUC approved protocol #.

**Vertebrate Animals Yes Protocol #**
Contact RIS at 2-2003 for assistance. Tab to enter animal housing location information.

**Vertebrate Animals Yes Where Housed**
Enter all locations, including subaward institutions.

**Radioactive Materials No**
Check if project will not involve use of radioactive materials.

**Radioactive Materials Yes**
Check if project will involve use of radioactive materials. See http://www.unh.edu/research/radiation-safety or contact the UNH OEHS at 2-4041 to apply for user permit. Award funds cannot be accessed until permit is obtained.

**Radioactive Materials Approval Pending**
Check "Pending" if applicable. Award funds cannot be accessed until permit is obtained.

**Radioactive Materials Approval Yes**
If the UNH Radiation Safety Committee (RSC) has issued Project Director a permit, the UNH Office of Environmental Health & Safety (OEHS) will notify the UNH Office of Sponsored Research. Award funds cannot be accessed without a permit.

**Radioactive Materials Yes Permit #**
Enter UNH RSC permit # for this project. If project end date will exceed permit expiration date, seek further RSC approval. Contact the UNH Office of Environmental Health & Safety (OEHS) at 2-4041 for assistance.

**DEA Controlled Substances No**
Check if project will not involve use of DEA controlled substances.

**DEA Controlled Substances Yes**
Check if project will involve use of DEA controlled substances. Purchase and use must be approved by Dr. Dean Elder, and substances must be inventoried by UNH OEHS. Contact Dr. Elder at 2-4629 for assistance.

**DEA Controlled Substances Approval Pending**
Purchase and use of DEA controlled substances must be approved by Dr. Dean Elder before award will be approved, and before any research can begin.

**DEA Controlled Substances Approval Yes**
Provide SPA with documentation of approval.

**SCUBA/Research Diving No**
Check if project will not involve SCUBA or research diving.

**SCUBA/Research Diving Yes**
Check if project will involve SCUBA or research diving. Submit protocol to UNH Diving Safety Committee (DSC). Award funds cannot be accessed until DSC approval is granted. Contact UNH Diving Program Officer at 2-3896 for help.

**SCUBA/ Research Diving Pending**
Contact Diving Program Officer at 2-3896 to apply, adequately plan, and budget for UNH SCUBA and other research diving equipment use in project. Submit protocol to UNH Diving Safety Committee.

**SCUBA/ Research Diving Yes**
The UNH Diving Program Officer must notify the Sponsored Programs Administration when the UNH Diving Safety Committee (DSC) has issued approval for this project. Award funds cannot be accessed until DSC approval is granted.

**Financial Conflict of Interest in Research (FCoIR) No**
Check if no UNH employee involved in the research has a Significant Financial Interest (SFI). See UNH FCoIR policy at http://usnholpm.unh.edu/UNH/VIII.Res/E.htm for SFI definition and information.

**Financial Conflict of Interest in Research (FCoIR)**

Check if any UNH employee involved in the research has a Significant Financial Interest (SFI). See UNH FCoIR policy at http://usnholpm.unh.edu/UNH/VIII.Res/E.htm for SFI definition and information. The Senior Vice Provost for Research must approve the management plan before an award can be set up.

**At the end of this section** you will need to check “yes” if all UNH employees involved in the research who have a Significant Financial Interest have filed a Disclosure Statement, or check “no” if any UNH employee involved in the research who has a Significant Financial Interest has not filed a Disclosure Statement. See FCoIR policy at http://www.usnh.edu/olpm/UNH/VIII.Res/E.htm.

**Acknowledgement of Intellectual Property Participation Agreement**

Check yes or no as appropriate to show if the acknowledgement form as been completed as required. Please note that Federal law and UNH policy require all project participants to disclose inventions and assign rights to UNH. File w/ UNH ORPC. The Bayh-Dole Act and UNH policy require all project participants to disclose project-related inventions and assign rights to UNH. See http://unh.edu/research/sites/unh.edu.research/files/UNH%20Acknowledgement%20of%20IP%20Policy%202011.pdf to file IP Participation Agreement w/ UNH ORPC.

**Certifications**

Checking these boxes along with your signature attest that you are certifying to each statement. For UNH policies and other references, see http://www.unh.edu/osr/policies/support/links_to_unh_policies_and_procedures.pdf

**Project Director Signature and Project Co-Director Name**

Project Director and Co-Project Director sign in this block.

16. **ADDITIONAL CERTIFICATIONS, ENDORSEMENTS AND APPROVALS**

The Project Director’s and Co-Director’s department or center head signs and dates the form to indicate support and endorsement of the proposal, as well as financial commitments within the signer’s control.

The Institute or Center director signs and dates the form to indicate approval of the proposal, financial and resource commitments within his/her control, and alignment of proposed project with Institute/Center mission.

The Dean/RC unit head/Vice President signs and dates the form to indicate approval of the proposal, financial and resource commitments within his/her control, and alignment of proposed project with mission of the College/School/Vice President’s area.

Sponsored Programs Administration authorized official signs and dates the form to indicate approval of the proposal for submission to sponsor on behalf of UNH, after confirming alignment with sponsor regulations, UNH policies, and any other compliance requirements.

Last revised 01/2015