UNIVERSITY OF NEW HAMPSHIRE
PROPOSAL ROUTING FORM INSTRUCTIONS

Introduction
This form is required for all proposal submissions. This completed form and all related documents must be submitted to Sponsored Programs Administration (SPA,) Service Building Room 111, at least two days before the funding agency’s deadline. Electronic copies are also acceptable and can be emailed directly to the GCA. SPA uses the information on this form to record and report on proposal submissions, in addition to recording the authorized representatives.

Project Identification
Principal Investigator - Please enter the name of the person who will assume overall responsibility for the project, enter the name as entered in the UNH employment system.

Department - Enter the UNH academic, research, or administrative department, center, or institute with which the PI is primarily affiliated.

Co-Principal Investigator - Please enter the name of the person who will assume co- responsibility for the project, enter the name as entered in the UNH employment system.

Department - Enter the UNH academic, research, or administrative department, center, or institute with which the Co-PI is primarily affiliated.

Project Title – Enter the official project title as presented on the proposal.

Proposed Sponsor – Enter the name of the 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.)

Prime Sponsor (if pass-through) - If the originating source of funds is other than Proposed Sponsor, enter the Prime Sponsor here. For example, 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 the same, leave this line blank.

Center/Institute Submission: Pull down, choose Yes/No
  *If Yes: Center/Institute Name: If this is a Center/Institute submission, enter name here.

Application Type: Pull down, choose one.
  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.
  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.
  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).

Purpose: choose one, Research, Instruction or Other.
  Research – Investigator driven studies with results that contribute to generalizable knowledge; includes the

04/14/2017
training of individuals in research techniques. If research choose research purpose as well.
Instruction – Students will receive course credit while participating on this project.
Other – Neither research or instruction. Example of Other: performing tests or analyses for outside
companies, training grants.

Purpose: If research choose one type of Research from the pull down menu based on the descriptions given.

**Budget Information**

**Sponsor Costs**
- Direct – Please enter the total dollar amount of direct costs being requested of sponsor and any 3rd party CASH for this project.
- Indirect – Enter the total dollar amount of overhead or indirect costs, (F&A.)
- Total – Enter the total dollar 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.

**Project Period**
- Start Date - Enter month, day, and year you wish the project to begin. Some sponsors will give guidance on what the earliest start date may be.
- End Date - Enter month, day, and year you wish the project to end, check for time limitations in the program announcement.

**Cost Sharing**

“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.

Choose Yes or No from the Pull down menu. If Yes, check this box and complete the UNH Cost-Sharing Form. Secure commitment signatures on the UNH Cost-Sharing Form, approvals are required before submission of proposal to sponsor.

**Compliance Review Needed**

Check the appropriate box(es) only if review is needed.

**Human Subjects** (IRB) – 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 Research Integrity Services (RIS), 2-2003 for further information.

**Vertebrate Animals** (IACUC) - 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 Research Integrity Services (RIS), 2-2003 for further information on use of vertebrate animals in research or instruction.

**Radioactive, Biological or other Hazardous Materials** – Award funds cannot be accessed until permit is obtained. For Biological Materials, 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. For Hazardous Materials, and for information about hazardous wastes, contact UNH OEHS at 2-4041. 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 to apply for user permit, for information, training, and assistance.

**Export Controls** - Contact Victor Sosa, Director, Contract and Export Controls
develop a management plan to comply with federal laws; 2) For shipments out of the United States; 3) For licenses that may be required for shipping under federal law; 4) For interactions with US-Embargoed Countries for guidance prior to interactions Current list of embargoed countries. Be cognizant of federal laws, as penalties are severe; 5) For RFP/BAA Publications or Foreign Nationals Restrictions; 6) In advance any RFA (Request for Applications) or BAA (Broad Agency Announcement) limitations or restrictions on publications or inclusion of foreign nationals in proposed project; 7) Foreign Travel - Seek advanced guidance for limitations or restrictions on foreign travel in proposed project such as bringing equipment, or even a laptop, overseas may require review and approval.

SCUBA/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. 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.

Additional Space is required - Consult RC unit head for commitments if project will require more/new space. RC unit head's signature on this form indicates commitment to provide for additional/new space as requested.

Renovations/Alterations of space is required - 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.

Protected 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.edu, 862-2005, UNH Research Integrity Services Compliance Officer, if you have any questions.

Significant Financial Interests
See UNH’s Conflicts of Interest & Commitment page for FAQs, disclosure forms, and additional information.

See UNH's Financial Conflict of Interest in Research Policies (Sections E. and T.)

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

Certifications and Signatures

Principal Investigator/ Co-Principal Investigator(s) Statement and Certification
Principal Investigator signs and dates the form to accept overall scientific, fiscal and administrative responsibility for conducting the project, for meeting the terms and conditions of the award, and for representing the project to the sponsor.
Co-Principal Investigator signs and dates the form to accept co-responsibility for administrative, fiscal, and scientific conduct of the project.

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.

**Required University Approvals**

PI’s Department/Center/Unit Head enters name and date, and signs the form to indicate support and endorsement of the proposal, as well as financial commitments within the signer’s control.

PI’s Institute/Center Director enters name and date, and signs 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.

PI’s College

Co-PI’s Department/Center/Unit Head enters name and date, and signs the form to indicate support and endorsement of the proposal, as well as financial commitments within the signer’s control.

Co-PI’s Institute/Center Director enters name and date, and signs 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.

Co-PI’s College/School Dean or Senior Vice Provost enters name and date, and signs 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 Provost’s area.

---

**Instructions for Creating a New Digital Signature in Adobe and Digitally Signing the Proposal Routing Form (PRF)**

**Step 1:** Click into the appropriate signature field.
Step 2: Dialog Box displays, allowing the user to choose to sign using an existing digital signature or a new one. If this is your first time digitally signing a document, select the “create new” option. Click Next.

Step 3: Select “New PKCS digital ID file” as the format. Click Next.
Step 4: Enter your Name, Organizational Unit, Organization Name, Email Address and Country/Region. Leave the default information in place for “Key Algorithm” and “Use digital ID for” fields. Click Next.
Step 5: When prompted, select a password that you will use when digitally signing documents.

Step 6: Apply your new signature to the document by entering your password and clicking Sign.

In the future, you should be able to use this signature to sign PRFs, or other Adobe documents. If you need assistance, please contact your GCA via this link.