

THE FLORIDA STATE UNIVERSITY  
DIVISION OF SPONSORED RESEARCH

**INSTRUCTIONS FOR COMPLETION OF  
PROPOSAL TRANSMITTAL FORM**  
DSR Form 1 (01/04/2007)

**One copy of the proposal (including the original sponsor form for signature if applicable) must be submitted with this form. If available, please submit an electronic version of the proposal to the appropriate administrator so that it may be uploaded into OMNI. If an original signature is required on a sponsor form, please coordinate with the appropriate administrator.**

**“SRS” means Sponsored Research Services  
“FSURF” means the FSU Research Foundation**

PLEASE COMPLETE APPLICABLE EACH ITEM **EXCEPT** SHADED AREAS

In most cases, SRS/FSURF will enter the proposal into OMNI. However, if the department enters the proposal, please indicate the Proposal ID number at the top of the form. The system defaults the Version ID to V1.

- 1) **ADMINISTERING BUSINESS UNIT** – Select which business unit will be responsible for approving the proposal and managing the project if awarded—FSU or the FSU Research Foundation.
- 2) **SPONSOR DEADLINE** - Enter relevant information about the sponsor’s proposal deadline.
- 3) **DEADLINE DATE TYPE** - Enter relevant information about the sponsor’s proposal deadline.
- 4) **SOLICITATION**: Enter relevant information about the sponsor's solicitation, such as the number, title or URL. If the solicitation is not on the internet, please provide a copy to SRS/FSURF with the proposal.
- 5) **PROPOSAL CONTACT** – If SRS/FSURF has questions about this proposal, whom should we contact? Complete the contact information.
- 6) **SPONSOR NAME** - Enter the name of the sponsoring agency from which funding is being requested.
- 7) **FEDERAL FLOW-THROUGH FUNDING** - If the Sponsor is not a Federal agency and anticipates providing Federal funds if this proposal is awarded, enter Federal agency name.
- 8) **TITLE** - The long title should be descriptive of the scope of the project. Limit the number of characters to 200.
- 9) **INVESTIGATOR INFORMATION** - Enter the name of each investigator involved in the project, and his/her Employee ID and department name. Designate a reporting credit for each investigator. This data is used for reporting purposes only. Allocate credit using **whole** numbers. Each investigator must receive a minimum of 1% credit. Sum of all allocations must equal 100%. Allocation of credit for indirect cost distribution must be entered on the second page under the Department Information section.
- 10) **APPROVALS** - Prior to submission of the form and proposal to Sponsored Research Services, obtain signatures of each investigator, and his/her chair and dean or director. If the proposal involves more than one department, the signatures of all department chairs, directors and/or deans must be obtained.

**DEPARTMENT INFORMATION**

- 11) **PROJECT ADMINISTRATION** - Enter the name and OMNI Department ID for the primary project department. This department will manage the grant if awarded.
- 12) **INDIRECT COST DISTRIBUTION** - Enter the name and OMNI Department ID and percent of credit to be allocated for this proposal. This information will facilitate the distribution of SRAD funds. Division of credit is normally based on the percent of effort agreed upon at the time the proposal is submitted. The credit assigned to departments can be based on other factors as long as all investigators, department chairs and deans involved agree to the assignments. Total for all percentage fields must equal 100%.

**PROPOSAL INFORMATION**

- 13) PROPOSAL TYPE - Enter the type of proposal being submitted under this Form.
- 14) PROJECT DATES – Enter the begin and end dates of the entire project period.
- 15) PROJECT LOCATION - Check if project is *On-Campus*, *Off-Campus*, or conducted at the *National High Magnetic Field Laboratory (Magnet Lab)*. If more than 50% of this project is to be conducted in FSU-owned facilities, F&A costs should be included in the proposal budget at the on-campus or Magnet Lab rate as appropriate. If more than 50% of the project is to be conducted in facilities not owned by FSU, F&A costs should be included in the proposal budget at the off-campus rate. If off-campus, list performance site(s). Investigators that plan to conduct a project in facilities located in Innovation Park should contact Sponsored Research Services or the FSU Research Foundation for guidance on budgeting rental costs.
- 16) F&A % INFORMATION - Enter the F&A (indirect costs) percentage rate and base included in the budget. Sponsored Research Services will enter the F&A Waiver Code.
- 17) PROJECT PURPOSE - Specify the correct Proposal Purpose using the definitions below:
- **Research** - An investigation or experimentation aimed at the discovery and interpretation of facts, revision of accepted theories in light of new facts, or the application of such new or revised theories. This includes activities involving the training of individuals in research techniques (commonly called research training) where such activities utilize the same facilities as other R&D activities and where such activities are not included in the instruction function.
  - **Instruction** – Teaching and training activities for an institution, except for research training, whether they are offered for credits toward a degree or on a non-credit basis.
  - **Other Sponsored Activities** - The performance of work other than research or instruction.

PROPOSED COSTS - Attach a detailed budget that includes all costs.

- 18) Total Requested from Sponsor – Enter the total amount being requested from the sponsor.
- 19) Total FSU Cost Sharing - Enter the total amount being committed by FSU Indicate whether cost sharing is voluntary or required by the sponsor. Attach a completed and signed Cost Sharing Commitment form.
- 20) Total Third-Party Match - Enter the total amount being committed by a third party. Attach written commitments from third parties, signed by their authorized representative.

## MISCELLANEOUS INFORMATION

- 21) NON-FACULTY SUPPORT - Identify the total number of Undergraduate Students, Graduate Students, Postdoctoral Associates, and Non-Students/ Non-Ranked Faculty to be supported by this grant (funds included in budget). Numbers should be based on Headcount, not FTE.
- 22) KEYWORDS - At least one keyword is required for each proposal. The keywords will be used for reporting purposes. Eligible Proposal Keywords may be viewed at <http://www.research.fsu.edu/contractsgrants/documents/keywords.xls>. To search this list, save the document to your desktop first, then search. Enter keywords in upper case and separate them by commas. If desired keyword is not on the list, you may enter suggested additions.

CERTIFICATIONS - Check any that apply to this project.

- 23) Vertebrate Animals – If animals are involved in the project, check Yes and enter Protocol Number. Submit completed Animal Subjects Use (ASU) Form with the proposal. The form and instructions are located at <http://www.research.fsu.edu/contractsgrants/forms.html>. The link to Laboratory Animal Resources (LAR) office can be found at <http://www.research.fsu.edu/contractsgrants/compliance.html>. If the proposal is awarded, the Proposal Transmittal Form, the ASU Form, and copies of the proposal and award will be sent to LAR for review and approval. The project budget will not be set up until SRS/FSURF has received notice of approval from LAR.

- 24) Human Subjects – If human subjects are involved in the project, check Yes. The Human Subjects website can be found at <http://www.research.fsu.edu/contractsgrants/compliance.html>. If the proposal is awarded, the Proposal Transmittal Form and copies of the proposal and award will be sent to the Human Subjects Office for review and approval. The project budget will not be set up until the Human Subjects Committee has approved the protocol associated with the project.
- 25) DNA/RNA Use – If DNA/RNA use is involved in the project, check Yes. The office of Environmental Safety and Health (EHS) website at <http://www.safety.fsu.edu/> provides specific guidance. If the proposal is awarded, the Proposal Transmittal Form and copies of the proposal and award will be sent to the EHS Office for their information.
- 26) Radioactive Materials – If radioactive materials will be used in the project, check Yes. The office of Environmental Safety and Health website at <http://www.safety.fsu.edu/> provides specific guidance. If the proposal is awarded, the Proposal Transmittal Form and copies of the proposal and award will be sent to the EHS Office for their information.
- 27) Hazardous Chemicals – If hazardous chemicals will be used in the project, check Yes. The office of Environmental Safety and Health website at <http://www.safety.fsu.edu/> provides specific guidance. If the proposal is awarded, the Proposal Transmittal Form and copies of the proposal and award will be sent to the EHS Office for their information.
- 28) Select Agents– If select agents will be used in the project, check Yes. The office of Environmental Safety and Health website at <http://www.safety.fsu.edu/> provides specific guidance. If the proposal is awarded, the Proposal Transmittal Form and copies of the proposal and award will be sent to the EHS Office for their information.
- 29) Marine Lab – If the project involves the use of the FSU Coastal and Marine Laboratory facilities or personnel, check Yes. When the proposal is approved, SRS/FSURF will send a copy of proposal and approved transmittal form to the Director of the FSUCML. The FSUCML website is <http://www.marinelab.fsu.edu/>.
- 30) Compressed Air Diving (ADP) - If the project involves compressed air diving, check Yes. When the proposal is approved, SRS/FSURF will send a copy of proposal and approved transmittal form to the Chair of the Dive Control Board and the ADP Coordinator. Information about the ADP may be found at <http://www.marinelab.fsu.edu/>.
- 31) Faculty Overload – If the project involves faculty overload, check Yes. Information about faculty overload may be found in the Faculty Handbook at <http://www.fsu.edu/~dof/facultyhandbook/Ch7/Ch7.49.html> .
- 32) Dual Compensation – If the project involves faculty dual compensation, check Yes. Information about faculty overload may be found in the Faculty Handbook at <http://www.fsu.edu/~dof/facultyhandbook/Ch7/Ch7.49.html> .
- 33) – 36) Workshops/Conferences – Enter information as applicable when conferences or workshops are being proposed. Consult the following website as needed: <http://learningforlife.fsu.edu/cpd/index.cfm>.
- 37) Subcontracts and/or consultants – Check Yes, if subcontracts and/or consultants are included in the proposal. Consult the Procurement of Services procedures and/or the Subrecipient Monitoring information at <http://www.research.fsu.edu/contractsgrants/policypro.html> as needed.
- 38) Program Income - If income, other than payments from the sponsor, will be generated as a result of this project, check Yes. Consult the Program Income Policy and Program Income Procedures at <http://www.research.fsu.edu/contractsgrants/policypro.html> as needed.
- 39) Continuation/Renewal - If this project is a continuation or renewal of a previous or current project, enter that Project ID.
- 40) Additional Resources - If additional resources such as animal or non-animal space, equipment, utility service, etc., are needed to conduct this project in addition to what is currently available to you or is budgeted for this in the proposal, check Yes and complete the information indicated and obtain the signature of the individual authorized to commit the requested resources.
- 41) CONFLICTS OF INTEREST. The certifications in blocks 42 and 43 are required to be answered Yes or No, as applicable. References may be found in the Faculty Handbook [Section 7.47.2.II, Financial Disclosure Policy](#); FSU's

Faculty Handbook [Section 7.45, Conflict of Interest](#); or [Florida Statutes Chapter 112, Code of Ethics for Public Officers and Employees](#).

42) If the answer regarding Conflicts of Interest in block 41 is yes, indicate whether or not the interest been disclosed to the appropriate Dean or Vice President according to the regulations identified above.

43) MATRICULATION and/or TUITION FEE WAIVERS:

<b>WAIVER 1</b>	<p><b>Check Waiver 1, if the following conditions apply:</b></p> <p>a) This Contract/Grant will pay the matriculation fee for graduate assistants <u>and</u> out-of-state tuition for engineering majors; <b>OR</b></p> <p>b) No qualifying graduate students proposed. (NOTE: This account will be coded to the effect that matriculation fees/tuition waivers will be direct charged in the event qualifying graduate students are appointed at a later date.) ; <b>OR</b></p> <p>c) Sponsor does not allow payment of graduate assistant salaries; therefore, there will be no matriculation fee liability.</p>
<b>WAIVER 2</b>	<p><b>Check Waiver 2, if the following conditions apply:</b></p> <p>The College/School Waiver Allocation will cover all tuition of students paid or supported by this project.</p>
<b>WAIVER 3</b>	<p><b>Check Waiver 3, if the following conditions apply:</b></p> <p>An alternate source will cover all tuition of students paid or supported by this project. The department is responsible for processing a departmental billing to charge the expense to the appropriate account. If the departmental billing is not processed in a timely manner, the expense will be charged to the College/School Waiver Allocation.</p>
<b>WAIVER 4</b>	<p><b>Check Waiver 4, if the following conditions apply:</b></p> <p>This Contract/Grant will pay the matriculation fee for graduate assistants <u>only</u>, even if engineering majors are involved in this project.</p>

44) Post-Award Project Team - The PI and Co-PI's are automatically added to the Team. If the Co-PI needs the ability to approve expenditures, add his/her name in this section with the SP Manager role. Dept Reps have no expenditure authority. SP Managers have authority to approve all non-travel expenditures.

45) Post-Award Travel Approver - One Project Manager is allowed to approve travel. The PI is the default travel approver. If an alternate travel approver is desired, enter information in this section.

If there are any questions concerning the completion of this form, please contact Sponsored Research Services at [644-5260](tel:644-5260), or the FSU Research Foundation at [644-8650](tel:644-8650). Send the completed form to the following address:

Sponsored Research Services or  
 FSU Research Foundation  
 97 S. Woodward Ave.; Third Floor  
 Tallahassee, FL 32306-4166  
 Mail Code 4166

Some important checks in the review process are:

- Compliance with University, State and sponsoring agency regulations,
- Proper budget
- Appropriate approvals for use of FSU resources

When processing is complete, a copy of the proposal transmittal form and sponsor signature page (if any) which bears the approval signature on behalf of the Vice President for Research will be returned to the PI or the Department Rep listed on the form.