THE FLORIDA STATE UNIVERSITY
DIVISION OF SPONSORED RESEARCH

INSTRUCTIONS FOR COMPLETION OF
DEPARTMENT REQUEST FOR NEW SUBPROJECT (DSR Form 2)
(02/27/15)

This form is required when a new subproject is being requested by the department. "SRA" means Sponsored Research Administration; "FSURF" means the FSU Research Foundation

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

1) OMNI Award ID – Enter the OMNI Award ID under which this new subproject should be established.

2) <u>INVESTIGATOR INFORMATION</u> - Enter the name of <u>each</u> investigator involved in the subproject, his/her Employee ID, email address, and department form name. Designate a reporting credit for each investigator. **This data is collected for department use**. Allocate credit using **whole** numbers only. <u>Each investigator must receive a minimum of 1% credit</u>. Sum of all allocations must equal 100%. Allocation of credit for institutional reporting purposes and indirect cost distribution must be entered in block 9.

3) <u>SUBPROJECT TITLE</u> – Enter the title of the subproject. This is limited to 56 characters.

4) <u>SUBPROJECT BEGIN DATE</u> – Enter the begin date of the subproject.

5) <u>SUBPROJECT END DATE</u> – Enter the end date of the subproject.

6) <u>SUBPROJECT BUDGET – SPONSOR FUNDED AMOUNT</u>: Enter the amount of funds to be budgeted and charged to the sponsor.

7) <u>SUBPROJECT BUDGET – COST SHARING AMOUNT</u>: Enter the amount of funds to be cost shared by FSU.

8) <u>SUBPROJECT ADMINISTRATION</u> - Enter the name and OMNI Department ID for the department will manage this subproject.

9) <u>DEPARTMENT CREDIT (INDIRECT COST) DISTRIBUTION</u> - Enter the department name, OMNI Department ID and percent of credit to be allocated for this subproject. **This information will facilitate the distribution of SRAD funds and will be used for institutional reporting purposes.** The credit assigned to departments can be based on any factor as long as all investigators, department chairs and deans involved agree to the assignments. Total for all percentage fields must equal 100%.

10) MATRICULATION and/or TUITION FEE WAIVERS:

WAIVER 1	**Check Waiver 1, if the following conditions apply:** **a)** This Contract/Grant will pay the matriculation fee for graduate assistants <u>and</u> out-of-state tuition for engineering majors; **OR** **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.) ; **OR** **c)** Sponsor does not allow payment of graduate assistant salaries; therefore, there will be no matriculation fee liability.
WAIVER 2	**Check Waiver 2, if the following conditions apply:** The College/School Waiver Allocation will cover all tuition of students paid or supported by this subproject.
WAIVER 3	**Check Waiver 3, if the following conditions apply:** An alternate source will cover all tuition of students paid or supported by this subproject. The dept is responsible for processing departmental billings to pay tuition for all students paid from this subproject. If the dept does not process a departmental billing, the tuition will be charged automatically to the College/School Waiver Allocation.
WAIVER 4	**Check Waiver 4, if the following conditions apply:** This Contract/Grant will pay **only** the matriculation fee for graduate assistants, even if engineering majors are paid from this subproject.

<u>CERTIFICATIONS</u>   - Check any that apply to this subproject.

11) Vertebrate Animals – If animals are involved in the subproject, check Yes and enter Protocol Number. Submit completed Animal Subjects Use (ASU) Form. The ASU form and instructions are located at http://www.research.fsu.edu/research-offices/sra/forms/. The link to Laboratory Animal Resources (LAR) office can be found at http://www.research.fsu.edu/research-compliance/. **The subproject budget will not be set up until SRA/FSURF has received notice of approval from LAR**.

12) Human Subjects – If human subjects are involved in the subproject, check Yes. The Human Subjects website can be found at http://www.research.fsu.edu/research-compliance/. **The subproject budget will not be set up until the Human Subjects Committee has approved the protocol associated with the subproject.**

13) Marine Lab – If the subproject involves the use of the FSU Coastal and Marine Laboratory facilities or personnel, check Yes. The FSUCML website is http://www.marinelab.fsu.edu/.

14) Compressed Air Diving (ADP) - If the subproject involves compressed air diving, check Yes. Information about the ADP may be found at http://www.marinelab.fsu.edu/.

15) Dual Compensation – If the subproject involves faculty dual compensation, check Yes. Information about faculty overload may be found in the Faculty Handbook at http://facultyhandbook.fsu.edu/section4.html#s15 .

16) 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/research-offices/sra/policies-procedures/ as needed.

17) Program Income - If income, other than payments from the sponsor, will be generated as a result of this subproject, check Yes. Consult the Program Income Policy and Program Income Procedures at http://www.research.fsu.edu/research-offices/sra/policies-procedures/ as needed.

18) 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. DNA/RNA Use – If DNA/RNA use is involved in the subproject, check Yes. The office of Environmental Safety and Health (EHS) website at http://www.safety.fsu.edu/ provides specific guidance.

19) 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.

20) Radioactive Materials – If radioactive materials will be used in the subproject, check Yes. The office of Environmental Safety and Health website at http://www.safety.fsu.edu/ provides specific guidance. EHS Office for their information.

21) Hazardous Chemicals – If hazardous chemicals will be used in the subproject, check Yes. The office of Environmental Safety and Health website at http://www.safety.fsu.edu/ provides specific guidance.

22) Select Agents– If select agents will be used in the subproject, check Yes. The office of Environmental Safety and Health website at http://www.safety.fsu.edu/ provides specific guidance.

23) Nanomaterials -- If nanomaterials will be used in the subproject, check Yes. The office of Environmental Safety and Health website at http://www.safety.fsu.edu/ provides specific guidance.

24) SUBPROJECT TEAM MEMBERS - The PI and Co-PI's are automatically added to the Team. If the Co-PI needs the ability to approve expenditures, the PI must send an email to the SRA Administrator providing authorization. Dept Reps have no expenditure authority. SP Managers have authority to approve all non-travel expenditures. Indicate whether or not the SP Manager should be able to approve requisitions (ePRO authority). Project Manager/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.

25) KEY PERSONNEL EFFORT COMMITMENTS: When the award and primary project were established, effort commitments by key personnel were entered into OMNI's FACET module and associated with the primary project. If any effort commitments set up for the primary project need to be moved to this new Subproject, please contact Kaytee Fletcher (kfletcher@fsu.edu) in Sponsored Research Administration.

26) **APPROVALS RELATED TO THIS NEW SUBPROJECT** - Signatures of each investigator, chair and dean/director associated with this Subproject are required as an indication of their approval of the way this subproject is to be set up. If the subproject involves more than one department, the signatures of all department chairs, directors and/or deans must be obtained.

27) **APPROVALS RELATED TO THE AWARD/PRIMARY PROJECT -** Everyone who signed the original Proposal Transmittal Form for the *primary* project must sign below as evidence that he/she agrees to the way this new subproject is being set up--particularly the Dept Credit Distribution.

28) **PRIMARY PROJECT ID –** Enter the Project ID of the primary project associated with the Award Id entered in Block 1.

29) **POST-AWARD NOTIFICATIONS** – Identify users to be notified (by Sponsored Research Administration Post-Award) when the project is set up or modified, in addition to the PI shown on page one. Also identify users to be included on report due-date reminder emails (milestone notifications), in addition to the PI shown on page one.

If there are any questions concerning the completion of this form, please call Sponsored Research Administration at 644-5260, the FSU Research Foundation at 644-8650, or email SRA-Pre@fsu.edu.