

Final proposals must be submitted to the SPARC office five business days prior to the submission deadline.

Proposal Routing Form

1. Investigator and Proposal Information

Project Title: _____

Funder: _____ Funder Type: Private Federal State

Project Lead (PI): _____ Co-Lead/Investigators: _____

PI Phone: _____ Co-PI Phone: _____

Department: _____ Co-PI Dept: _____

Other Drake Faculty and/or Staff Involved: _____

Total Project Period: From: _____ To: _____

Type of Submission: New Continuation Funder Deadline: _____

Type of Project: Research Training Public Service Event Other

(Can be more than one category)

Budget:	Direct Costs	Indirect Costs	Total Requested	Indirect Rate %
Requested Costs:	\$ _____	\$ _____	\$ _____	_____
	Amount	Waived Indirect	Salary	Budget Source
Cost Share/Match	\$ _____	\$ _____	\$ _____	

SPARC Post-Award Budget Approval

Date

Project description - see attached proposal.

In the case of a subcontract, please explain choice of subrecipient(s).

Does this proposal support enrollment development, if so how.

Will this grant provide student scholarships or research or other stipends, if so describe.

Will the work of this grant support early research development that can be leveraged to secure additional extramural funding?

Will this grant support work that can be presented nationally or published?

2. Special Review Checklist

Will Your Project Involve:

(Documentation of approvals must be submitted to SPARC before an award can be processed.)

- Human Subjects (Institutional Review Board)
- Animal Research (Institutional Animal Care and Use Committee)
- Controlled Substances (Environmental & Safety)
- Biohazards or Recombinant DNA (Environmental & Safety)

Additional Requirements:

Yes No If yes, please explain:

Does this project have a confidentiality agreement, proprietary information, or material transfer agreement?

Is this project subject to export control?

If the project involves defense articles or dual use materials or technologies and has an international component through foreign purchases or expenditures, travel, subcontracts, consultants, personnel, transfer of information or equipment, or performance site, it is subject to export control regulations. A technology control plan is required and an export control license may need to be obtained.

Will your project require additional technology or tech support?

Information Technology Services should be contacted regarding data security, back-up, preservation, remote access and storage services, software quotes and minimum hardware specifications.

Is faculty release time requested?

Is extra compensation to Drake faculty or staff requested?

If so funder approval may be required in advance of submission.

Will this proposal require new full-time staff and/or faculty to be hired?

If funded is more space office or lab space required?

Will students be hired from these grant funds?

3. University Approvals (To be obtained in sequence):

By signing, I am certifying that: (1) I have completed the applicable [Conflict of Interest \(COI\) form](#). This form indicates that I will cooperate in the development of a Memorandum of Understanding that constitutes a conflict of interest "resolution plan" if a conflict of interest or potential conflict of interest is found to exist that relates to this proposal and to comply with any conditions or restrictions imposed by the University to manage, reduce, or eliminate actual or potential conflicts of interest or forfeit the award; (2) the information submitted within the application is true, complete and accurate to the best of my knowledge; (3) any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil or administrative penalties; and (4) I agree to accept responsibility for the conduct of the project and to provide the required reports if an award is received as a result of this application.

The completed [COI form](#) must be attached to this form. (See [COI Policy](#))

Principal Investigator or Project Lead Date

Co-Principal Investigator (if applicable) Date

The Principal Investigator is responsible for securing his/her Dean's signature if Academic Affairs or Director's signature if Other. After the Dean or Director signs off on this proposal routing sheet, please submit to SPARC for the remaining signatures. **Please allow up to five business days for routing of signatures, and attach your proposal narrative and budget to this form.**

I have read the proposal, reviewed the budget, and give my permission for submission.

Department Chair if Academic Affairs Date

Dean(s) if Academic Affairs – Director if Other Date

After securing the above signatures please send this form, the proposal, budget, and the completed COI to the SPARC office.

SPARC Director Date

Provost Date

For SPARC Use:

Date and time proposal was submitted to the funder: _____