



Quick Guidelines for Completing the Proposal Review Form

Fill in the **submission deadline** of the proposal to the funder

Section A

1. Fill in your name
2. Fill in the Proposal Title
3. Check the appropriate sponsor: Federal; State; Local; Foundation; Corporation; Interagency Agreement; or if is other, please specify
4. Fill in the project start date and project end date. These dates should correspond to your budget.
5. Fill in the name of the sponsor
6. If this is a renewal or revision—check the appropriate box and put in the current Coppin Account Number.
7. Check the appropriate box if a letter of support is needed for the President or Provost, send the narrative and suggested sample letter
8. If you checked Interagency Agreement in #3, please include the IA Request for Proposals and the Completed Standard Interagency Agreement with this form, checking each of these boxes on the form as well.

Section B

Funds Requested—fill in amount and Attach Budget. Fill in the Proposed IDC rate, for example from the RFP guidelines, if there are no published IDC guidelines in the proposal instructions, the university rate is 49.5%.

Cost-Sharing/Matching Funds If there is a percentage requirement of total budget to be matched indicate amount

Provide a brief explanation of cost-sharing/matching funds of how the department or unit match funds will

Provide name of person who authorized funds matching

If there is release time for faculty—briefly explain

What is expected of the institution for this grant? For example, if there are space requirements or technology needs explain the needs and scope.

Section C—Check any of the boxes if your grant includes:

Human Subjects

Human Subjects under the age of 18

Did the Institutional Review Board approve, check yes or no, if yes, then also attach approval documentation

IACUC Animal Subjects-- Institutional Animal Care and Use Committee (IACUC) As mandated by federal law, oversees all components of the Institution's animal care and use program.

Sub-contracts (Risk Assessment Questionnaire (RAQ))-- This questionnaire will be used to assess the subrecipient's risk and provide the necessary information for issuance of a subaward agreement.

Responsible Conduct of Research (RCR) Training-- Ongoing training in Responsible Conduct of Research (RCR) is mandated by all federal granting programs including NIH and NSF.

Chemical/Physical Safety-- The hazards of chemicals vary widely, and appropriate precautions must always be used. Check this box if chemicals are being used in this proposal.

IBC: Bio-Safety: Biological Materials (Recombinant DNA or RNA, infection agents)- includes oversight of experimentation that involves recombinant DNA, biological materials (e.g., infectious agents), and other potentially hazardous agents (e.g., carcinogens).

Conflict of Interest-- can occur when you (or your employer or sponsor) have a financial, commercial, legal, or professional relationship with other organizations, or with the people working with them, that could influence your research.

Early Research Experience for students/graduate assistants—check this box if your proposal contains paid or unpaid research experiences for students or graduate assistants

Tuition waiver—check this box if your proposal and budget contains tuition waivers

New Course Development—check this box if there are new courses for this proposal

Space Requirements—check this box if you will need public university spaces, meeting areas or laboratory space that is unique to this proposal

Export Control- some items/technologies fall under the reach of U.S. export control laws. Sponsored programs may have export restrictions on particular items, equipment, technology and data.

Licensing/Maintenance Fee-- A licensing fee is a money paid for a right or ability to use a property or asset. Things that can be licensed include software, patents, and copyrighted works. A maintenance fee can include an annual cost to service a piece of equipment, for example. Check this box if these fees apply to your proposal and make sure to include them in your budget and quotes for equipment.

Technology Needs—for any technology needs, whether it is the purchase of new computers, software or upgrading existing technology equipment check this box.

International Travel Partnerships—if international travel is planned for any phase of the project, including dissemination of research results, check this box.

Support for Enrollment/Retention—if you are supporting student enrollment or retention either through direct student support or program development, check this box.

Support for Scholarly Work/Community Service—if you are supporting your or your students' scholarly work and/or community service, check this box.

Section D This is the Order of Signatures for this Form

Project Director/Principal Investigator sign and date (should be 10 working days before deadline)

Chair

Dean

Director of Sponsored Programs & Research

Provost

VPIA—Institutional Advancement (for Corporate or Foundation Grants/Proposals)

Controller CSU (send to Charmaine Glass who will review budget and then send forward to Crystal Mosley) OR Comptroller, CSU Development Foundation (George Uzzle)