

Section A: General Information

Item	Instruction	<i>Example</i>
Project Director or Principal Investigator, Department and College/Unit	Identify the primary person who is responsible for the development of the project and submission of a proposal. This person will be the primary point-of-contact by the Office of Sponsored Programs (OSP), other WP Offices, and the prospective sponsor once the proposal is submitted.	<i>Robert Faculty, General Academic Department, Humanities and Social Sciences</i>
Project Title	Enter the full name of the project, including any sponsor-required prefixes or suffixes.	<i>RUI: Study of the Nature of Student Persistence</i>
Funding Agency and Grant Program	Enter the full name of the funding agency (sponsor) that the proposal will be submitted to (please do not use abbreviations) as well as the name of funding program. This will assist the OSP to locate and review the grant program guidelines.	<i>National Science Foundation, Research in Undergraduate Institutions</i>
Lead Agency if WPUNJ is a Subrecipient	If this is a partnership or consortium project and WP is not the one taking the lead in developing and submitting the proposal, enter the full name of the organization or institution that will be the lead.	<i>Rutgers – Newark</i>
Type of Submission	Select the type of proposal that this is: <ul style="list-style-type: none"> • <u>New</u>: Not previously submitted to this sponsor. • <u>Grant</u>: Will be an award that expects an outcome similar to that which is proposed and requiring infrequent reports on progress and expenditures. • <u>Contract</u>: Will be an award with specific outcomes and close oversight by the sponsor. • <u>Renewal</u>: A proposal to continue an already funded project. This may be for new funds to support a project that will end or already has ended, or to continue funding into a subsequent year following the initial award. • <u>Supplement</u>: A proposal to request additional funds to expand or enhance a funded project. • <u>Resubmission</u>: A revision of a proposal that was previously submitted to this sponsor. 	<i>New Grant</i>
Submission Target Date	Enter the date on which the proposal should be sent from WP so that it reaches the sponsor on time. For example, if a paper proposal is to be express mailed, then the mailing date would be entered here – NOT the date when it must reach the sponsor. Date must be entered as mm/dd/yyyy.	<i>September 18, 2012</i>
Type of Sponsor	Check the type of sponsor that applies; not more than one sponsor may be selected. If you feel that the sponsor is	<i>Federal</i>

	<p>not one of the types of agencies already listed, check “other” and enter a very brief description of how you would categorize the sponsor (i.e.: if this is a re-grant from another college, enter “College”).</p> <p>This information is used to (a) determine whether the project and proposal is of a type that is handled by the OSP or if it should be transferred to Institutional Advancement, and (b) assist in identifying the general submission and compliance requirements of the proposal and proposed project.</p> <p>Select only one type:</p> <ul style="list-style-type: none"> • <u>Federal</u>: An agency or department of the United States. • <u>State</u>: An agency or department of the State of New Jersey. • <u>Other Government</u>: County or municipal government, an independent authority, another state (i.e.: New York), or another country. • <u>Grantmaking Public Charity</u>: An agency such as the American Cancer Society. • <u>Professional Association</u>: An organization such as the American Chemical Society. • <u>Foundation</u>: An agency such as the Geraldine R. Dodge Foundation. • <u>Business</u> (or Corporation): An entity such as General Motors. • <u>Other</u>: Enter a brief description of the agency if it does not fit one of the above categories. 	
<p>Source of Funds</p>	<p>Identify the original source of funds as described in the funding opportunity guidelines. It is not unusual for the funds that an agency is providing to have been provided by another type of agency. For example: The State of New Jersey may offer a grant opportunity using funds that they received from a Federal agency.</p> <p>Select only one source:</p> <ul style="list-style-type: none"> • <u>Federal</u>: Public funding from taxes and other sources of revenue that is provide under the authority of the United States. • <u>State</u>: Public funding from taxes and other sources of revenue that is provide under the authority of the State of New Jersey. • <u>Other Government</u>: Public funding from taxes and other sources of revenue that is provide under the authority of a county government, municipal government, an independent authority, another state (i.e.: New York), or another country. • <u>Grantmaking Public Charity</u>: Private funds from donation and other revenues that are available to support the mission and goals of the agency and that are awarded using an application and peer-review system similar to that of public agencies. 	<p><i>Federal</i></p>

	<ul style="list-style-type: none"> • <u>Professional Association</u>: Private funds that are available from dues, donations or other revenues that are available to support the mission and goals of the agency and that are awarded using an application and peer-review system similar to that of public agencies. • <u>Foundation</u>: Private funds that are available to support the mission and goals of the agency and that are awarded using less stringent review processes. • <u>Business</u> (or Corporation): Private funds which are available to support the mission and goals of the agency. These may be awarded similar to foundations, or they may be awarded to sponsor research and development activities related to products or services controlled by that company; this is generally referred to as “Industry Sponsored Research.” • <u>Other</u>: Defined by the source or circumstances of the funding opportunity. 	
Submission Method:	Enter the method that will be used to transmit the proposal to the sponsor. Sometimes, sponsors accept proposals electronically but must then receive a signed page attesting to the applicant’s commitment to the project.	<i>Electronic</i>

Section B: Participant/Partner Information

1. If WPU faculty/ staff from other departments/units are included in this project as key project staff, list each and obtain approval if in another College or Unit. Attach additional sheets as needed.	<p>This provides for the leadership of a department, college or other unit to acknowledge and approve the inclusion of the named individuals in the project and, as identified in the proposal and budget as either a funded expense or a WP matching expense, to provide time to work on the project, space within their areas to support to project, resources (such as telephone) or materials (such as lab supplies) to support the project.</p> <p>Enter “Name,” “Department” and “College/Unit” for each person.</p> <p>Obtain signatures of directors, deans, or assistant/ associate vice presidents as required.</p>	<p><i>Person:</i></p> <p><i>Thomas Staffer, Rec Center, Student Development</i></p> <p><i>Signatures:</i></p> <p><i>Director of Rec Center, AVP Student Development</i></p>
2. If there are partner agencies who will receive a subcontract, list each and attach and Subrecipient Commitment Form. Identify in comments block and note if Form is attached.	<p>This information is used in both the preparation of the forms and support materials for the proposal and to begin the process of creating a subcontract when the award is received.</p> <p>As a partner in the project, the collaborating agency is responsible for fulfilling the terms and conditions of the award, the goals and objectives of the project, and the regulatory requirements of the sponsor. The Subrecipient Commitment Form documents the partners commitment to the project and to comply with all conditions and requirements.</p>	<p><i>Rutgers – Newark</i></p> <p><input checked="" type="checkbox"/></p>

Section C: Budget

Project Dates: No. of Years Beginning Date Ending Date	This establishes the overall duration of the project and when during a calendar year the project will begin and end. This helps to identify personnel costs, other expenses that may be required, and identifies potential administrative challenges that may be related to the start or end-date of the project (i.e.: same as the dates of the change of fiscal years)	<i>5 years</i> <i>October 1, 2012</i> <i>September 30, 2017</i>
Direct Expenses Requested	The total amount of all expenses related to the project except those provided for "Indirect expenses."	<i>\$150,000.00</i>
Indirect Expenses Requested	The amount of indirect expenses that were determined based on the sponsor's guidance.	<i>\$50,000.00</i>
Total Expenses Requested	The sum of "Direct Expenses Requested" and "Indirect Expenses Requested."	<i>\$200,000.00</i>
WPU Match or Cost Share Required?	<p>No: Indicates that matching or cost-share expenses that have been identified will be offered voluntarily by the WP to support the project. If this is the response, WP may choose not to include this in the proposal but use it to estimate what our costs will be should the project be funded.</p> <p>Yes: Indicates that the matching or cost-share expenses that have been identified are required, will be submitted to the agency, and will be auditable should the project be funded.</p> <p>Ratio or Percentage: Establishes the minimum amount that the agency expects WP to provide toward the project.</p>	<i>Yes</i> <i>50%</i>
WPU Match / Cost Share	The total amount that WP will provide to support the project. If required, must be equal to or greater than the required ratio or percentage.	<i>\$100,000.00</i>
Description of Cost Share / Match Expense	<p>Check all boxes as appropriate for the following expenses that are defined in the proposal budget:</p> <ul style="list-style-type: none"> • <u>Reassigned Time</u>: A specific commitment to provide a percentage of the time (effort) of the PI or other project staff will be allowed to work on this project rather than their regular assignment. AKA: Release Time. • <u>Travel</u>: A specific commitment to support local (mileage) or long distance travel expenses from the PI or other staff person's department's account. • <u>Supplies</u>: A specific commitment to support the purchase of materials and supplies to support the project, such as lab supplies, educational workbooks, computers, or furniture. • <u>Equipment</u>: A specific commitment to support the purchase of an item that meets the sponsor's definition of equipment (generally valued over \$5,000 and having a useful life of more than 1 year). 	<input checked="" type="checkbox"/> <i>Reassigned Time</i> <input checked="" type="checkbox"/> <i>Supplies</i> <input checked="" type="checkbox"/> <i>Other</i>

	<ul style="list-style-type: none"> • <u>Computer/IT Support/Software/Licenses</u>: A specific commitment to provide this OVER AND ABOVE what is normally provided in service to WP, the college or department related to the project. • <u>Food</u>: A specific commitment to provide food, refreshments and related expenses. • <u>Other</u>: Specific commitments to provide expenses that do not fall into the other categories but are defined in the project budget. 	
Partner Agency Match or Cost Share	Indicate whether or not the collaborators that are identified in Section B.2 are required to provide a portion of any required matching or cost-share and, if so, the minimum percentage that will be provided.	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> 50%
Special Expense Concerns Included in the Project?	<p>No: The cost share expenses included in the budget do not carry any unusual requirements, conditions or expectations.</p> <p>Yes: The cost share expenses included in the budget do carry unusual requirements, conditions or expectations. This could be something like scholarships that require a set number of years of service after graduation.</p>	<input checked="" type="checkbox"/> No

Section D: Special Requirements and Approvals: Check all that apply, obtain signatures or attach approval. Attach additional sheets as needed.

Human Subjects	<p>Requires review by the WPU IRB prior to submission to insure that the activities described in the proposal meet the ethical concerns. If awarded, the PI will be required to submit a protocol for review.</p> <p>Requires signature by an authorized representative of the WPU IRB.</p>	
Animal Subjects	<p>Requires review by the WPU IACUC prior to submission to insure that the activities described in the proposal meet the ethical concerns. If awarded, the PI will be required to submit a protocol for review.</p> <p>Requires signature by an authorized representative of the WPU IACUC.</p>	
Additional Office	<p>This alerts WP, the department and unit that, if funded, an appropriate workspace will need to be provided as described in the proposal.</p> <p>Requires signature by an authorized representative of the Dean or AVP.</p>	
New Computer Lab	This alerts WP, the department and unit that an area will need to be provided for a group of computers to support the activities of the project. This need should be described and justified in the proposal.	

	Requires signature by an authorized representative of the Dean, AVP or other individual authorized to approve room use in the proposed building.	
Additional Lab	<p>This alerts WP, the department and unit that an additional lab space will be needed to support the project. This need should be described and justified in the proposal.</p> <p>Requires signature by an authorized representative of the Dean, AVP or other individual authorized to approve room use in the proposal building.</p>	<input checked="" type="checkbox"/> <i>Dean signature provided.</i>
Facility Renovation	<p>This alerts WP, the department and unit that an existing space will need to be renovated to support the project. This need should be described and justified in the proposal.</p> <p>Requires signature by an authorized representative of the Dean or AVP and Capital Planning.</p>	
Recombinant DNA	<p>This alerts WP, the department and unit that the proposed research has unique safety and/or handling issues concerning the use, storage and protection of this type of research material.</p> <p>Requires signature by an authorized representative of the Dean or safety officer for the college.</p>	
Radioactive Substances	<p>This alerts WP, the department and unit that the proposed research has unique safety and/or handling issues concerning the use, storage and protection of this type of research material.</p> <p>Requires signature by an authorized representative of the Dean or safety officer of the college.</p>	
Biohazard	<p>This alerts WP, the department and unit that the proposed research has unique safety and/or handling issues concerning the use, storage and protection of this type of research material.</p> <p>Requires signature by an authorized representative of the Dean or safety officer of the college.</p>	
Controlled Substance	<p>This alerts WP, the department and unit that the proposed research has unique safety and/or handling issues concerning the use, storage and protection of this type of research material.</p> <p>Requires signature by an authorized representative of the Dean or safety officer of the college.</p>	

Section E. Certifications and Final Approval Signatures

<p>Project Director's Compliance Certifications</p>	<p>The Project Director's signature (i.e.: the signature of the person named in Section A, certifies that everyone involved in the project understands and is committed to these three important concerns:</p> <ol style="list-style-type: none"> 1. <u>The accuracy of the proposal</u>: Proposals that include misleading information concerning the scientific or programmatic background or preliminary data, the activities that will be undertaken, the staffing that is needed, the Sponsor's or the University's costs, and the outcomes of the project could cause series harm to the reputation of all those involved in the project as well as the University, including charges of fraud and misconduct. 2. <u>Conflicts of Interest</u>: "WP embraces the ethical position that integrity, objectivity, honesty and the avoidance of self-dealing are essential elements in the ethical conduct and critical for excellence as well as preservation of the public trust." (WP Conflict of Interest and Commitment Disclosure Policy and Process for Sponsored Programs, 2012). These three items reference this policy and commit all of the key project staff to fulfill the terms and expectations of that policy. 3. <u>Project Management</u>: This section commits the individuals who will be responsible for the management of this project to fulfilling all of the requirements set forth by the Sponsor, the funding opportunity guidelines, and other regulatory requirements related to the Sponsor as well as all of the regulations and requirements of WP or the State of New Jersey. 	<p><input checked="" type="checkbox"/> Not Attached</p> <p>Project Director's Signature</p>
<p>Approval for Submission</p>	<p>Approvals from the administrative leadership of the area that will be responsible for this project as well as WP's senior leadership accept (1) the project's goals and objectives as being in concert with the department and college/unit that is sponsoring the project as well as the mission and vision of WP, (2) the project's budget that will be funded by the sponsor as well as any matching or cost share expenses that will be provided by the department and/or college/unit sponsoring the project, (3) the sponsor's regulations, (4) their own responsibility to provide appropriate leadership, oversight and control in relation to this project, (5) their own responsibility to provide the appropriate policies and procedures to insure compliance with the sponsor's regulatory requirements, and (6) that the proposal is ready for the next reviewer. The following commitments apply for each person signing:</p> <ul style="list-style-type: none"> • <u>Department Chair or Director</u>: Commits the department to its support of the project and the project director as defined in the proposal, for providing adequate time for the PD to manage the project if that time is underestimated in the proposal, and for possibly accepting financial, personnel or effort management responsibilities. • <u>Dean/Associate Dean or Assistant/Associate Vice</u> 	

	<p><u>President</u>: Commits the college or unit to its support of the project as defined in the proposal, for providing supervision and guidance appropriate to the management of the project, and for possibly accepting financial, personnel or effort management responsibilities.</p> <ul style="list-style-type: none"> • <u>Other</u>: Allows for the additional review and approval of another individual, such as the VP of the unit when that VP is not the Provost & Senior Vice President. • <u>Director, OSP</u>: (1) Certifies that the content of the proposal, its budget and other components, are accurate, appropriate and complete, that it complies with all of the requirements of the funding opportunity's guidelines and sponsor's pre-award regulatory requirements, and that the OSP will submit the proposal on time in accordance with the sponsor's instructions. (2) Commits to supporting the funded project's programmatic and non-financial regulatory and reporting requirements. • <u>Controller</u>: (1) Certifies the accuracy of the budget. (2) Commits to supporting the funded project's programmatic and financial regulatory and reporting requirements. • <u>Vice President, Administration and Finance</u>: (1) Certifies that the budget and other financial aspects or the project are in compliance with State of New Jersey's and WP's financial policies, procedures and practices. (2) Commits to support the financial regulatory requirements of the sponsor. • <u>Associate Provost for Academic Affairs</u>: (1) Certifies that the proposal is accurate and appropriate, that it is in compliance with the State of New Jersey's and WP's non-financial policies, procedures and practices, and is ready for acceptance by the University. (2) Commits to supporting the project's programmatic and non-financial regulatory and reporting requirements. • <u>Provost and Senior Vice President for Academic Affairs</u>: Accepts the project and proposal as an initiative of WP and commits to WP's acceptance of the terms and conditions should the proposal be funded by the sponsor. <p>Each person who signs my provide comments related to their approval. These may include deficiencies that will need to be addressed if the project is funded, clarifications of administrative issues that will assist with project initiation, or problems with the review process or information provided with the copy of the proposal they were given for review.</p>	
Comments	For additional information.	