**Proposal Routing Form Instructions (PRF)**

This document provides guidance and examples on how to properly fill out the highlighted fields/sections of PRF.

All text in bold & italics indicate that it's linked to the website with more information on a corresponding topic, e.g., if you click on F&A Rate it would bring you to the electronic copy of the Federally Negotiated Rate Agreement currently in effect.

If you need additional assistance with filling out this form please contact appropriate pre-award SPA staff assigned to your department: <http://www.umassd.edu/spa/staff/>

**I. Principal (PI) and Co-Investigator (Co-I) Information**

* **Reimbursable % Effort** - Indicate average **%** effort allocation to the proposed project, based on the budget estimates, taking into consideration appointment type). E.g., if a PI with a 9 month appointment allocates 1.5 SMs (50%) in the first 2 years of the project and then dedicates 1 SM (33.33%) in year 3, the average reimbursable by the sponsor effort would be 1.7 SM (44.44%) over a 3-year project.

**Effort Conversion Table is available at:** [**http://www.umassd.edu/spa/howto/resources/#d.en.19721**](http://www.umassd.edu/spa/howto/resources/#d.en.19721)

* **CAL -** Indicate % effort reimbursable by the sponsor for staff with 12 months appointment.

**II. Proposal Information**

* **Type:**
* **New -** An application that is submitted for the first time.
* **Competing Renewal -** Competing for additional years of funding to continue original project.
* **Supplement -** Request for additional funds for a current award. For example, NSF REU.
* **Resubmission -** Application previously reviewed. Application addresses reviewers' feedback.
* **Transfer -** An application due to transfer of an award to UMassD from a prior institution.
* **Continuation -** A proposal for a multi-year project that requires a new budget, progress report, etc., in order to receive funding in each consecutive year of the project. Only the amount for the next budget period should be written in the budget section of the PRF. This type of proposal is often referred to as a non-competing proposal. If selecting this category, the previous proposal and/or project number must be indicated on the proposal internally.
* **CDFA # -** A specific Catalogue of Federal Domestic Assistance (CFDA) number for a proposal is usually published in the RFP. Full list of all CFDA can be found at <https://www.cfda.gov/>

**III. Proposal Budget & Cost Sharing**

* **F&A Costs - Facilities and Administrative Costs (F&A, Indirect, Overhead)** Facilities and Administrative costs mean costs that are incurred for common or joint objectives and, therefore, cannot be identified readily and specifically with a particular sponsored project, an instructional activity, or any other institutional activity.
* **F&A Recovery:**
* **Full -** Full recovery of F&A costs at Federally negotiated rates:

55% - all research projects

63% - instruction

44% - other sponsored activities

26% - off-campus.

* **F&A Reduction (attach internal approval) -** Partial voluntary recovery of F&A costs at lower than Federally negotiated rate.
* **Sponsor Max -** Recovery of F&A costs at the rate allowed by the sponsor. For example, Gates Foundation imposes 10% cap on F&A costs.
* **Cost Sharing Information Committed –** Leave blank if none. Cost sharing is defined as a portion of total program or project costs that is contributed to a sponsored program by someone other than the primary sponsor. **Identify who will be responsible for covering proposed cost sharing commitment - department, school, or other sources of funds.**
* **Mandatory - Mandatory Cost Sharing is required by the sponsor as a condition of receiving an award.** Note: Sponsor “encouraged” cost sharing is not required as a condition of receiving an award and does not constitute mandatory cost sharing.
* **Voluntary - Voluntary Committed Cost Sharing is not required by the sponsor, but is committed by the University in the proposal.** Voluntary Cost Sharing is strongly discouraged because:

1) it puts additional administrative burden on the University resources due to tracking requirements & setting up additional accounts.

2) it adversely affects the University’s indirect cost rate.

3) it doesn't necessarily enhance nor promote the grant application.

***Letters of Institutional Commitment or Support may be required by the sponsor as part of the proposal submission and review process. If the institutional commitments are detailed with specific dollar amounts, they may be construed by the sponsor as voluntary Cost Sharing.***

* **Source/Speedtype:** Identify applicable speedtype(s) to be charged for proposed cost share.

**V. Special Considerations: (check all that apply) -** If you have any questions regarding applicability of any special considerations, e.g., human subjects/IRB exemptions, export controls, etc. please contact appropriate office(s) for guidance in a timely manner. Please make sure the information in this section is consistent with proposal content.

**VI: Conflict of Interest (sign, attach & submit COI forms to SPA)**

**Control + Click on highlighted line to follow link.**

* **A.** [**Government, Foundation & Industry Proposal Summary Disclosure Form OR**](http://www.umassd.edu/media/umassdartmouth/officeofresearchadministration/Summary_Disclosure_Form_Govt_Foundation_Industry-1.pdf)
* **B.** [**NSF Proposal Summary Disclosure Form OR**](http://www.umassd.edu/media/umassdartmouth/officeofresearchadministration/Summary_Disclosure_Form_NSF.pdf)
* **C.** [**PHS/NIH & any Sponsors that have Adopted PHS Regulations Proposal Summary Disclosure Form**](http://www.umassd.edu/media/umassdartmouth/officeofresearchadministration/Summary_Disclosure_PHS.pdf)

**List of PHS & Other Agencies:**

**Public Health Service (PHS) Agencies:**

Office of Global Affairs (**OG**)

Office of the Assistant Secretary for Health (**OASH**)

Office of the Assistant Secretary for Preparedness and Response (**ASPR**)

Agency for Health Care Research & Quality (**AHRQ**)

Agency for Toxic Substances and Disease Registry (**ATSDR**)

Centers for Disease Control and Prevention (**CDC**)

Food and Drug Administration (**FDA**)

Health Resources and Services Administration (**HRSA**)

Indian Health Service (**IHS**)

National Institutes of Health (**NIH**)

Substance Abuse and Mental Health Services Administration (**SAMHSA**)

**Sponsors that have adopted PHS Regulations:**

Administration for Children and Families (**ACF**)

Alliance for Lupus Research (**ALR**)

American Cancer Society (**ACS**)

American Heart Association (**AHA**)

American Lung Association (**ALA**)

Arthritis Foundation (**AF**)

Juvenile Diabetes Research Foundation (**JDRF**)

Lupus Foundation of America (**LFA**)

Susan G. Komen for the Cure

CurePSP