

TWU OFFICE OF RESEARCH & SPONSORED PROGRAMS

INSTRUCTIONS FOR USING THE TWU PROPOSAL APPROVAL ROUTING FORM

Phone: (940) 898-3375

Website: <http://www.twu.edu/research/>

WHEN TO SUBMIT THROUGH RESEARCH & SPONSORED PROGRAMS

In accordance with [TWU Proposal Submission Policy 1.25](#), all proposals submitted for external funding are routed through either the Office of Research & Sponsored Programs (ORSP) or Institutional Development. Proposals incorporating the following elements should be routed through ORSP:

- government funding source (city, state, or federal);
- research;
- indirect (facility & administrative) costs;
- use of human subjects, animals in research, radioactive materials or devices, biohazardous agents, and/or recombinant DNA materials;
- peer review;
- contracts or subcontracts; and/or
- strict reporting requirements.

Proposals for private funding that do not include the above elements are typically submitted through Institutional Development. ORSP can assist in determining which office to submit the proposal.

REVIEW, ROUTING, APPROVAL AND SUBMISSION TIMELINE

The items below should be submitted to ORSP at least 10 days prior to the submission date of the proposal. This will allow ORSP the appropriate amount of time to check for compliance against the guidelines and obtain the final approval of the appropriate vice president.

1. Proposal Approval Routing Form signed by the PI, Co-PI, Chairs/Directors/Associate Deans, and Academic Deans (as applicable);
2. Abstract;
3. Proposal narrative and/or methodology; and
4. Budget and budget narrative.

If the project requires technology support beyond that which is normally provided by TWU, the project must be reviewed by the Office of Technology. Facilities changes or large equipment purchases need to be reviewed by Facilities Management and Construction in order to determine whether existing facilities can accommodate the new equipment.

The proposal must be approved by ORSP and a vice president prior to submission. ORSP can assist in obtaining the signature of the appropriate vice president. Typically, ORSP submits the proposal electronically or via mail. The original Proposal Approval Routing Form, a copy of the submitted proposal, and the guidelines will be filed in the Office of Research & Sponsored Programs.

COMPLETING THE FORM

Please type.

1. TEXAS WOMAN'S UNIVERSITY PRINCIPAL INVESTIGATOR/PROJECT DIRECTOR

The term **Principal Investigator** (used interchangeably with **Project Director**) refers to the designated faculty or staff member who will be in charge of the project if it receives funding. Generally, the Principal Investigator (PI) is a tenured / tenure-track faculty member at TWU. The PI must be a salaried employee of TWU at the time the proposal is submitted and when the award is funded. The PI is responsible for entering the information requested on the approval routing form and initiating the routing for signatures.

Complete the name, title and contact information for all TWU Principle Investigators and all TWU Co-Investigators.

2. Project Information

2 A Proposal title

Enter the title of the proposal project. This title will be used on award documentation, TWU reports, and possibly news releases. When choosing a title, please comply with the sponsor guidelines.

2 B Project Type

- **Research** – Project is directed toward 1) increasing knowledge in science, 2) designing, developing, or testing of specific items or processes, or 3) determining the potential of discoveries in technology, materials, processes, methods, devices or techniques.
 - If research, indicate whether or not this project is a clinical trial.
- **Training/Instruction** - Projects that incorporate teaching as a main objective.
- **Service** - Project involves the performance of work other than instruction/training or research, i.e. health and community service projects
- **Scholarship or Fellowship**

2 C Project Start and end dates

Enter the project start date and end date. This period should cover all budget periods.

2 D Total Amount Requested

Fill in all spaces. Funding information is for this proposal only. This information must be consistent with the budget spreadsheet developed by ORSP. If F&A (Indirect Costs) are not being charged, please enter **Zero**.

3. Funding Agency Information

3A Funding Agency Name

Type in the complete name of the Sponsor to which the proposal will be submitted.

3B Is this a Subcontract?

Indicate whether or not this is a subcontract to TWU. If it is a subcontract, please give the official name of the subcontracting agency.

3C Competition/RFA

Enter the Solicitation Name and Number and/or the Solicitation URL.

3D Sponsor Contact Information

Provide the sponsor contact information, including the contact Name, phone number, email, and web address.

3E Sponsor Deadline

Enter the sponsor's due date and time for submission of this proposal.

3F Method of Submission

Check the correct box of the method of proposal submission.

4. Institutional Commitment of Resources

- If cost sharing or matching is part of this proposal, please indicate whether it is required by the sponsor, provide a concise description of the method of cost sharing, and the account numbers which will be used for the cost sharing commitment.
- Please describe any workload reassignment or course release for any of the faculty listed in the proposal.
- If you anticipate rental space, construction or renovation will be required to house this project or any equipment acquired for this project, you must coordinate an advance approval with the Department Chair or Dean's office. Large equipment purchases may need to be reviewed by Facilities Management and Construction (FMC) to determine whether existing facilities can accommodate the new equipment.
- If this project requires the purchase of information technology equipment or has any special information technology requirements, please explain. The Office of Technology may need to review and approve the arrangements.

5. Compliance Requirements

- Check the correct box for each of these items, as applicable to this project.

6. Description

Enter a lay description of no more than 2-3 sentences. This description may be used on award documentation, TWU reports, and possibly news releases.

7. Investigator Certifications

The TWU PI must sign in this section. When multiple PIs are proposed in an application, all named investigators must sign.

Investigator signatures certify agreement to abide by current University and federal policies on financial conflict of interest, intellectual property, the use of human subjects, and vertebrate animals in research, and other University research policies as appropriate. Each investigator (1) certifies that the information submitted within the application is true, complete and accurate to the best of the investigator's knowledge, and (2) agrees to accept responsibility for the scientific conduct and/or carrying out of the project.

8. Approvals

The PI's Department Chair (Department Head, or Director) and the PI's Dean, as well as the Department Chairs and Deans of all other collaborating TWU departments and colleges (if applicable) must sign the approval routing form to certify they have reviewed the proposal and approve the project.

ADDENDUM FOR SIGNIFICANT FINANCIAL CONFLICT OF INTERESTS

The addendum page must be completed for Public Health Service (including NIH) and National Science Foundation proposals.

List **all** project personnel on the addendum form.

The date of the most recent significant financial conflict of interest (SFCOI) disclosure form on file must be included for each person listed as a project director, principal investigator, or other key personnel in the grant application or who is responsible for the design, conduct, or reporting of research. Their SFCOI form must have been filed within the last 12 months. A proposal to the PSH or NSF may not be submitted until this addendum is complete.

DEFINITION

Significant Financial Interest (SFI): A financial interest, as defined by the Code of Federal Regulations (42 CFR 50), consists of one or more of the following interests of the investigator (and those of the investigator's spouse and dependent children) that reasonably appears to be related to the investigator's institutional responsibilities:

- With regard to any publicly traded entity, an SFI exists if the value of any remuneration received from the entity in the 12 months prior to the disclosure and the value of any equity interest in the entity as of the date of disclosure, when aggregated, exceeds \$5,000.

- With regard to any non-publicly traded entity, an SFI exists if
 - the value of any remuneration received from the entity in the 12 months prior to disclosure, when aggregated, exceeds \$5,000, or
 - when the Investigator (or the Investigator's spouse or dependent children) holds any equity interest (e.g., stock, stock option, or other ownership interest); or
- Intellectual property rights and interests (e.g., patents, copyrights), upon receipt of income related to such rights and interests.