

**University of North Texas
Office of Research Services
Proposal Routing Form**

Budget Builder and Completed Proposal must be attached

Click [here](#) for form completion instructions

Proposal

For ORS Use Only	
File Number	
PI Last name	

Submission Type	Start Date	End Date	Sponsor	Deadline
On campus/Off-campus	Physical Research Location (building, Room)		Deadline Type	
Sponsor:				
Project Title:				
Keywords:				

Principal Investigator

Name:	Phone:	Email:
Department:	College:	

Will any work be subcontracted to an external entity? Yes No

If yes, submit a Subcontract Form with a letter of commitment, scope of work and budget.

Is this proposal a subcontract to another organization? Yes No

If yes, submit a scope of work and [Budget Builder](#).

Research Compliance Approval

	<u>Yes</u>	<u>No</u>	<u>Date Submitted</u>
Human Subjects			
Live Vertebrate Animals			
Radiation			
Lasers			
Biohazardous Agents and/or Recombinant DNA			
Current Conflict of Interest form on file for each investigator?	Yes	No	
Have any PI/Co-PIs had any relationship(s) with the company or other non-academic organizations involved in this project?	Yes	No	
If yes, provide explanation on a separate sheet attached to this form.			

Budget Summary

<u>Direct Costs</u>
Personnel
Non-Personnel
<u>Indirect Costs</u>
IDC Rate
Indirect Costs
<u>Totals</u>
Sponsor Total
Cost Sharing
Must attach Signed Cost Sharing Form
Project Total:

Recognition Distribution and IDC Allocation

#	PI/Co-PI	RD	IDC	Department	RD	IDC	College	RD	IDC
1									
2									
3									
4									
5									
6									
		100%	10%		100%	__%		100%	__%

Recognition Distribution (RD) is the value assigned to the PI/Co-PI as agreed by them and approved by their respective chairs and deans. The Recognition Distribution may be different from the return of IDC. Any IDC allocated to centers or institutes must be explicitly stated on the attached page ([IDC Allocation for Centers](#)). The Recognition Distribution above will be reflected in the awards report. If this section is not accurately completed, the recognition will be evenly distributed. The total percentages of IDC return to the PI's, Departments, Centers/Institutes, and Schools/Colleges cannot exceed 32.5%

Effort Committed to Project(s)

This section must be completed by each PI and Co-PI. Please enter the requested information below for This Proposal and all Current and Pending Proposals.

Investigator: _____ This Proposal Department: _____ College: _____ Project/Proposal Title: _____ Sponsor: _____ Project #: _____	% of Salary Charged																																		
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PIs and Co-PIs:

I certify that

- 1) the information in this application is true, complete and accurate to the best of my knowledge;
- 2) all faculty members named in the proposal have read it and agreed to participate at the level of effort indicated; and
- 3) all commitments (space, students, and others) have been reflected on the budget explanation sheet and cost sharing form.

I further certify that, if awarded,

- 1) this project shall be conducted as specified in the proposal;
- 2) I will accept primary responsibility for the scientific and fiscal administration of the project in compliance with all federal and state regulations and University policies;
- 3) I will provide required progress reports to the sponsor in a timely manner; and
- 4) I will promptly disclose inventions and proprietary information made under this award to the VPR&ED's office.

DIRECTOR(S): I certify that I have reviewed this proposal in its entirety and approve all administrative support, faculty assignment(s) and release time, matching commitments, IDC allocations and Recognition Distributions.

CHAIR(S): I certify that I have reviewed this proposal in its entirety and approve all administrative support, faculty assignment(s) and release time, matching commitments, IDC allocations and Recognition Distributions

DEAN(S): I certify that I have reviewed this proposal in its entirety and the eligibility of the PI and Co-PI, and agree with the commitments, Recognition Distributions, IDC rate and allocations made on this proposal.

	PI/Co-PI	Center or Institute Director(s)	Department Chair(s)	Dean(s)
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PHONE				
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<u>For ORS Use Only</u>
File Number
PI Last name

<u>For ORS Use Only</u>
GO: _____ Date: _____
ADSP: _____ Date: _____