

University of Arkansas
Proposal Routing Form
 Arkansas Agricultural Experiment Station
 Requesting External Funds

Proposal No _____

	INVESTIGATOR NAME	DEPARTMENT	RANK	PHONE #	E-MAIL ADDRESS
PI					
CoPI					
CoPI					
CoPI					
CoPI					
CoPI					
CoPI					
CoPI					
CoPI					
CoPI					
CoPI					
CoPI					
CoPI					
CoPI					
CoPI					

Project Title:
Sponsor Name (Include physical address for proposal submission, if mailed.):

Project Category:	Facilities & Administrative Costs:	Compliance
Division of Agri: AES Rates		Human Subjects Yes No
<input type="checkbox"/> Research: negotiated rate	<input type="checkbox"/> 47% MTDC	Vertebrate Animals Yes No
<input type="checkbox"/> USDA rate	<input type="checkbox"/> 42.857% TDC	Biohazard(s) Yes No
<input type="checkbox"/> Industry	<input type="checkbox"/> _____% TDC	Radioactive Materials Yes No
<input type="checkbox"/> Other	<input type="checkbox"/> _____% _____	Export Control Yes No
	<input type="checkbox"/> none allowed	

PERIOD OF PERFORMANCE			
PROPOSED PROJECT DURATION (Total number of months):			
REQUESTED START DATE:		REQUESTED END DATE:	

SPECIAL REVIEWS – Check all that apply for this project.			
Sub Awards	Yes	No	Number of Sub awards:
<input type="checkbox"/> External Collaborator(s)	<input type="checkbox"/> Use of UA Facilities by Small Business		
<input type="checkbox"/> Consultant Services	<input type="checkbox"/> Space Renovation needed		
<input type="checkbox"/> Proprietary Information included	<input type="checkbox"/> Sponsor's	<input type="checkbox"/> UA's	<input type="checkbox"/> Other:
<input type="checkbox"/> International Effort. Name of Country:			
<input type="checkbox"/> Sponsor is Foreign Government or Company			
<input type="checkbox"/> PI has dual-department appointment – Dept:			

THIS PROPOSAL <input type="checkbox"/> DOES <input type="checkbox"/> DOES NOT CONTAIN CONTINUING PERSONNEL COMMITMENTS BEYOND PROPOSED PROJECT DURATION.
--

THIS PROPOSAL <input type="checkbox"/> DOES <input type="checkbox"/> DOES NOT CONTAIN COST-SHARE COMMITMENT(S). (If proposal contains cost share please give a brief description below)

DISCLOSURES AND ASSURANCES and Signatures – Please read carefully before signing.

By signing below, the PI and co-PIs certify that they have read the following statements, and further certify that the statements contained herein are accurate and truthful to the best of their knowledge and belief.

All investigators have read and understood UA's conflict of interest policies and the University's *Disclosure of Financial Interests Related to Sponsored Projects*, have made all financial disclosures required by them, and prior to the expenditures of any award funds, shall have reached an agreement with the University which provides for conditions or restrictions necessary to manage, reduce, or eliminate significant financial conflicts of interest.

The proposal submitted herewith is (1) complete in its technical content, (2) adheres to the rules of proper scholarship, including specifically the proper attribution and citation for all text and graphics, (3) complies with federal standards for the integrity of research (e.g., NSF/NIH Misconduct in Science Policy), and (4) is in accordance with specifications established by the sponsoring agency.

If the proposal submitted herewith is funded and accepted by the University, the PI and co-PIs will conduct the project in accordance with the terms and conditions of the sponsoring agency and the policies of the University, and will be fully responsible for meeting the requirements of the award, including providing the proper stewardship of sponsored funds, submitting all required technical reports and deliverables on a timely basis, and properly disclosing all inventions to the University's Intellectual Property Office, in accordance with Federal and University policies.

Each individual signing below is certifying that the facilities/space and other University resources necessary to complete the proposed project are available to the project, or provisions have been arranged with Department/College to make such space or other University resources available in the event an award is made.

Each individual signing below is certifying to the best of their knowledge and belief that they have not defaulted on any federal debt nor are they currently prohibited through debarment, suspension, indictment or voluntary exclusion from receiving funds from any federal department or agency (Executive Order 12549). If you are unable to sign this statement please notify the Agricultural Grants Office.

The undersigned understand that proposals are to be submitted the at least five working days prior to agency deadline and that (1) failure to meet this deadline may jeopardize the on-time submission of the proposal; (2) proposals not meeting this deadline shall be submitted with conditional approval only; and (3) in such cases, the PI shall be responsible for making appropriate corrections to the proposal. Proposal will be withdrawn at a later date, if subsequent review reveals that the proposal is incomplete, contains errors, inaccuracies, misrepresentations, or does not conform to University or sponsoring agency requirements.

If PI has a dual appointment or if investigators are from different departments, obtain signatures of each administrative unit.

APPROVAL SIGNATURES (if additional signatures are necessary, please attach an additional page.)

PI _____ Dept. _____ Date _____

Co-PI _____ Dept. _____ Date _____

Co-PI _____ Dept. _____ Date _____

Co-PI _____ Dept. _____ Date _____

Co-PI _____ Dept. _____ Date _____

Co-PI _____ Dept. _____ Date _____

Chairperson _____ Dept. _____ Date _____

Chairperson _____ Dept. _____ Date _____

Chairperson _____ Dept. _____ Date _____

Dean _____ Dept. _____ Date _____

Director _____ Dept. _____ Date _____

Notice: **During times of heavy volume**, proposals will be reviewed (and submitted electronically if that is required) on a first in, first out basis.