

**OFFICE OF RESEARCH AND SPONSORED PROGRAMS TRANSMITTAL FORM
FOR GRANTS, CONTRACTS, AND PROJECTS**

Proposal Title:			
Proposal Submission Date:		Submittal No.:	Award Date:
Principal Investigator/Program Director:		Agency/Sponsor:	
Department:		Agency Contact:	
Tel.:		Agency Tel.:	
Email:		Agency Email:	
Fax:		Agency Fax:	
Checklist & comments:	<i>Proposal Abstract or Executive Summary attached</i>	Yes	No
	<i>Guidelines attached (if applicable)</i>	Yes	No
	<i>Budget attached</i>	Yes	No
<i>Needs IRB approval</i>	<i>Institutional Review Board Application form attached (for human subjects only)</i>	Yes	No
<i>Needs IACUC approval</i>	<i>Institutional Animal Care & Use Committee form attached (for vertebrate animal subjects)</i>	Yes	No
	<i>Grants.gov submission? (if yes, submission date: _____)</i>	Yes	No
	<i>Cross-Unit Load Form (if applicable)</i>	Yes	No
	<i>FTE % _____</i>	Yes	No
ASSURANCES, CERTIFICATIONS, AND APPROVALS			
<ul style="list-style-type: none"> Each signatory (PI/PD and all key/senior personnel) certifies that the application is complete, true, and accurate to the best of his/her knowledge and does not infringe on the property rights of others. If the application is awarded, the PI/PD agrees to accept responsibility for the conduct of the project and to comply with award terms and conditions and University policies and practices. The PI/PD and key personnel will complete PI/PD training module provided by ORSP. Each signatory also acknowledges that any false, fictitious or fraudulent statement or claims may subject him/her to criminal, civil or administrative penalties. The PI/PD, and as applicable, other signatories, is/are responsible for informing ORSP of any material changes to compliance certifications that may occur while the application is pending or if awarded, during the duration of support. Intellectual Property: the PI/PD, all key/senior personnel and all other University personnel on this project have agreed (or will agree if yet to be hired) to assign to the University all intellectual property rights developed in the course of the project. Neither the PI/PD, nor any key/senior personnel or others working on the project (including subrecipients or consultants), are, to the best of their knowledge, debarred, suspended or proposed for debarment by any federal department or agency. <p>The University President is the final signatory for all grants and contracts.</p>			
Title/Role: PI/PD	Printed Name:	Signature:	Date:
Co-PI/PD (if applicable)			
Dean/Director			
AVP			
SVP (if applicable)			