



OFFICE OF RESEARCH & SPONSORED PROGRAMS - INTERNAL APPROVAL CHECKLIST

Please complete this form and email back to ORSP.

Principal Investigator: \_\_\_\_\_ Department: \_\_\_\_\_

Agency: \_\_\_\_\_ Deadline: \_\_\_\_\_

Title of Project: \_\_\_\_\_

Proposed Start and End Dates: \_\_\_\_\_

Proposal Purpose:  Research  Training  Equipment  Other

Please check the boxes below as they pertain to your planned proposal. If you have checked any box marked with an asterisk\*, please provide an explanation in the comments section on the next page of this form. All items marked with an asterisk may require additional internal approval from appropriate authorizing officials.

Does this proposal include or involve any of the following items?

Human Subjects:  Animal Facilities:  Recombinant DNA:

Additional or Renovated Space of Specialized Facilities on campus\*

Cost-Sharing or Matching Funds\*

Reduction or Waiver of Indirect Costs\*

Does this program require Institutionalization of the program beyond the grant?\*

Does this project involve another College or other institution?  (if checked, please name the Institution and the co-PI below:)

Name of Collaborating PI: \_\_\_\_\_

Collaborating Institution: \_\_\_\_\_

RCR/COI/CITI Training

Has everyone involved in this project taken the CITI Responsible Conduct in Research Training?  Yes  No

Have all PIs and Co-PIs taken the CITI Conflict of Interest Training?  Yes  No

If you are using human subjects, have all persons involved with the research project been certified through CITI training?  Yes  No

Please provide a current copy of the certification for these trainings. If you checked NO, please provide an explanation (on the next page) and a projected date by which the training will be complete. PIs are responsible for ensuring that all persons associated with a research project have taken the appropriate RCR/COI/IRB and/or IACUC training.

Export Controls: Does this project include the export of materials (including technical or electronic data) to other countries or provide access to such materials through foreign collaboration that may be restricted by Export Administration Regulations (EAR), International Traffic in Arms Regulations (ITAR) or by the Office of Foreign Assets Controls (OFAC)? YES  NO

If yes, certain licensing procedures must be followed. Our export control officer as well as ORSP will assist the PI in the process. All certificates and registrations must be on file with ORSP at the time of grant submission.

The signature of the Principal Investigator (PI) below certifies: • that neither myself nor my co-PIs are presently debarred or suspended from doing business with the Federal Government; • acceptance of responsibility for the financial and scientific conduct of the project and will provide the required financial and technical/progress reports if a grant is awarded; compliance of the proposal with applicable institutional, sponsor, federal and state regulations and policies; and • compliance with the Institution's Patent Policy and Conflict of Interest Policy.

PI Signature \_\_\_\_\_ Date \_\_\_\_\_

Explanations\*: