

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

Application Submitted Via Grants.gov?  Yes  No

Project Director/Principal Investigator: \_\_\_\_\_

Sponsor: \_\_\_\_\_  Prime  Sub-Award

Federal  State-AR  Private  Other (specify): \_\_\_\_\_

Total Project Cost: \_\_\_\_\_ Sponsor Funds Requested: \_\_\_\_\_ Match: UACES \_\_\_\_\_  
Other \_\_\_\_\_

Project Begin Date \_\_\_\_\_ Project End Date \_\_\_\_\_

Indirect Cost Rate Applicable (%): \_\_\_\_\_

Does the Application include funding for new personnel?  Yes  No

If so, has HR been contacted?  Yes  No If yes, Who/When? \_\_\_\_\_

Will the Activity Generate Program Income?  Yes  No

Submission Due Date: \_\_\_\_\_

Last Day Proposal can leave LRSO and comply with Due Date: \_\_\_\_\_

**Project Summary (limit 500 characters)**

**Proposal Type**

Pre-Proposal  New  Non-Competing Continuation  Competing Continuation

**Special Review Checklist**

The proposal being approved and submitted involves the following:

- Yes  No Animal Use
- Yes  No Human Subjects
- Yes  No Select Agents or other Biohazards
- Yes  No Export Controlled information or material
- Yes  No Radioactive Materials

**Research Compliance: Federal regulations govern the use of human subjects, animals, biohazardous materials, radioactive materials, select agents/toxins and biohazards, and certain information or material subject to export controls. If your proposal includes these areas, be prepared to secure approval from an Institutional Review Board (IRB) prior to beginning your project. Extension faculty may choose to use UAF, UALR, or UAMS IRBs.**

<sup>1</sup> Completed Proposals should reach the Office of Sponsored Programs (OSP) at least 5 working days prior to the submission deadline. Proposals requiring budget preparation or other assistance should reach OSP 10 working days prior to deadline.

**Principal Investigator/Project Director Disclosures and Assurances**

By signing below, I certify that I have read the following statements, and I further certify that the statements contained herein and in the accompanying proposal are accurate and truthful to the best of my knowledge and belief.

- Yes  No All investigators/project directors have read and understood the University of Arkansas Division of Agriculture Cooperative Extension Service’s Code of Ethics. [http://division.uaex.edu/policy\\_management/pmgs\\_09\\_04.pdf](http://division.uaex.edu/policy_management/pmgs_09_04.pdf)
  
- Yes  No All investigators/project directors have read and understood the University of Arkansas Division of Agriculture Cooperative Extension Service’s conflict of interest and Investigator Significant Financial or Business Interests Disclosure policies and have made all disclosures required by them and, prior to the expenditure of any award funds, shall have reached an agreement with the Extension Service which provides conditions or restrictions necessary to manage, reduce, or eliminate conflicts of interest under the policy [http://www.uaex.edu/depts/Administration/board\\_policies/PDF/0220\\_1.pdf](http://www.uaex.edu/depts/Administration/board_policies/PDF/0220_1.pdf)
  
- Yes  No The proposal submitted herewith is (i) complete in its technical content; (ii) adheres to the rules of proper scholarship, including providing proper credit for text and graphics from other sources; and (iii) complies with federal standards for the integrity of research.
  
- Yes  No The facilities/space and other Extension resources necessary to complete the proposal project are available for the project, and arrangements have been made with the appropriate Department or Districts for them, as well as for their personnel who will be involved in the project. By signing below, the Department Heads, Assistant Directors, and/or District Directors certify that adequate space, faculty time, and equipment are available to conduct the project, the proposal is technically sound, and the investigator/program director is able to assume responsibility for the proposed activities
  
- Yes  No If the proposal submitted herewith is funded and accepted, I will conduct the project in accordance with the terms and conditions of the sponsoring agency and Extension policies and will be fully responsible for meeting the requirements of the award, including but not limited to, providing the proper stewardship of the funds, submitting the required programmatic reports and deliverables in a timely manner, adhering to responsible scientific conduct; avoiding any false, fictitious, or fraudulent statements or claims which may subject the P.I. to criminal, civil, or administrative penalties; and adhering to all federal compliance requirements (i.e., Human Subjects, IACUC, Export Controls, etc.).

**OSP Notes/Comments:**

***Approvals given on the Proposal Internal Approval Form represent general approval of technical merit, allocation of Extension space/resources, and fiscal budgeting but do not represent specific approval of personnel titles, classifications, salary rates, or other issues governed by Extension policy. Where funds are requested for the purchase of equipment, a determination has been made that no other equipment at Extension is available, accessible, and/or suitable for the intended use. The PI/PD and other appropriate signatories are responsible for informing the Office of Sponsored Programs of any material changes to compliance certifications both while the project is pending and during the life of the award if the project receives funding.***

\_\_\_\_\_  
Principal Investigator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department/Unit Head/District Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sponsored Programs

\_\_\_\_\_  
Date

\_\_\_\_\_  
Associate/Assistant Director—ANR/CED/4-H/FCS

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Financial Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Associate Vice President for Agriculture—Extension (over \$250,000)

\_\_\_\_\_  
Date

## FINANCE-312 Instructions

1. Project Title: Enter title of project as reflected on proposal.
2. Will project be submitted via Grants.gov? Check appropriate box to indicate if a Grants.gov submission is required.
3. Project Director/Principal Investigator: Enter name of faculty or staff member with primary oversight and leadership of project.
4. Sponsor: Enter name of sponsoring institution/agency and check "Prime" if UACES is the lead recipient or "Sub-Award," if otherwise. If project is a sub-award, enter the institution providing the sub-award in the "Sponsor" field along with the originating agency (for example, "UALR/NIFA"). On the next line, indicate if the *Sponsor* (the agency or institution providing the sub-award) is a federal agency, a State of Arkansas agency, a Private funder (including non-government organizations), or another form of sponsor (specify). If the sponsor is a state agency from a state other than Arkansas, specify the state and agency.
5. Total Project Cost: Enter the total cost of the *Extension* portion of the project. If the project is a sub-award, enter only the amount of funding with which Extension is involved. The sum of the subsequent fields "Sponsored Funds Requested" and "Match" should equal the Total Project Cost.
6. Project Begin/End Date: Enter the dates between which the actual work on the project will be performed.
7. Indirect Cost Rate: Enter the applicable rate. If the rate differs from the institutional approved rate of 29%, include sponsor guidelines specifying usage of different rate.
8. Personnel: Check the appropriate box to indicate if a *new* hire in a *new* position will be associated with this project. Also, indicate if and when Human Resources was contacted to confirm availability of slots.
9. Program Income: Indicate if program income will be generated by the project. Program income is defined as, "...gross income received by the grantee or subgrantee directly generated by a grant supported activity, or earned only as a result of the grant agreement during the grant period." Program income is created by things like registration fees charged to cover the cost of a meal.
10. Submission Due Date: Enter the date the proposal must be submitted to the project sponsor. If a sub-award, enter the date the awarding institution has requested the approved proposal be returned. If there is a specific time deadline for the proposal, please indicate.
11. Last day Proposal can leave LRSO and Comply with Due Date: Enter the date you must have written approval for final submission. When determining this date, consider work schedules, schedules of approving personnel, mailing time (if applicable), and associated deadlines.
12. Project Summary: Provide a brief overview of the project within the space provided. This area must be filled out and should not merely state "See Proposal" or "See Abstract."
13. Proposal Type: Check the appropriate box(es) to indicate if the type of proposal being submitted.
14. Special Review Checklist: Check "Yes" or "No" for each line as indicated.
15. Disclosures and Assurances: Read and accept terms prior to signing or submission.
16. Upon receipt of approved document, return two copies to the Office of Sponsored Programs. If proposal is to be submitted via Grants.gov, notify appropriate pre-award staff immediately. If proposal is a manual submission, PI should submit to sponsor and notify pre-award staff that submission is complete.