

**INSTRUCTIONS FOR COMPLETING INTERNAL APPROVAL
FOR PROPOSAL TRANSMITTAL FORM**

NOTE: All proposals processed through the Division of Research and Economic Development are submitted to the funding agency on behalf of the University of Rhode Island. This approval form is to be attached to the original proposal, **together with three (3) additional copies of the entire proposal**, and submitted to the Division of Research and Economic Development. The original proposal, once signed by the Division of Research and Economic Development, is to be picked up by the principal investigator (PI) for transmittal to the agency. **Proposals should be submitted to the Division no later than five (5) working days prior to the mailing of the proposal.** PIs are encouraged to submit draft budgets and other proposal material to the Division for early review. **Note also that all revised proposals and revised budgets must go through this same process.** (Questions and requests for forms should be referred to ext. 4-5138).

COMPLETE TRANSMITTAL FORM as follows:
 Block 1: Leave blank.†
 Block 2: List PIs, last name first. Additional PIs may be listed on form RO SP2 (call ext. 4-5138 for a copy) to be attached to the completed transmittal form.
 Block 3: Give PIs Social Security Number(s). Please note: Research has requested that you disclose to it your social security number on its internal approval for proposal transmittal form. The disclosure of your social security number in accordance with this request is voluntary. You are not compelled or required to disclose this information if you so choose. This request for disclosure of your social security number is being made by authority of the Division. The Division maintains a proposal/award tracking system which uses social security numbers to locate files quickly and to publish annual and monthly reports of interest to department chairpersons, deans and others. Social security numbers are entered into a confidential, internal table of faculty/staff names, and all subsequent data storage and publication by faculty name is done through that table. This makes it almost impossible for mistakes to occur in crediting faculty effort. **No publication or disclosure of social security number is conducted through the Division of Research and Economic Development.**
 Block 4: Give PIs college; abbreviation is sufficient.
 Block 5: Give PIs department, use 3-letter code.
 Block 6: List PIs campus phone.
 Block 7: Give the percentage of credit for each investigator. This is the percentage of the total dollar amount requested that represents each investigator's effort in the project. If no figures are given, the Division will assign EQUAL credit to every investigator. **NOTE: The total must equal 100% and each PI's share can vary between 0% and 100%, but the combined total cannot exceed 100%.**
 Block 8: Provide title of the project.
 Block 9: Provide the appropriate number from the *Catalog of Federal Domestic Assistance* (CFDA). Check proposal submission materials or contact the agency Program Officer for the CFDA number. The CFDA can be searched by going to: <http://www.uri.edu/research/tro> and clicking on "CFDA" in the "Funding Resources" menu. (Some programs may not have a CFDA number).
 Block 10: Give the name of the sponsoring agency actually providing the funds to URI. For example, if your proposal is going **directly** to NSF, then list NSF.
 Block 11: If the funds are being passed through another organization to URI, where URI will be the subcontractor, [e.g. NSF money to Woods Hole, then to URI] list the name and address of the prime funding source [e.g. NSF] in Block 11, and list the paying agency [e.g. Woods Hole] in Block 10.
 Block 12: Give the total dollar amount requested from the agency.
 Block 13: Give the proposed starting date of the project.
 Block 14: Give the duration of the project in months.
 Block 15: Give the agency's deadline date; if no date is supplied, the Division will assume that there is no deadline.
 Block 16: Give the indirect cost (overhead) rate(s), by percentage, to be charged to the agency on this project. For the current

policy go to: <http://www.uri.edu/research/tro/proposalprep/indirectcost.htm> **NOTE:** If funding agency's policy is to pay no indirect costs (overhead), or to pay an amount lower than URI's current rate, attach a copy of agency's policy. **If the application of URI's standard rate is a concern for other reasons, call the Sponsored Projects Review office, ext. 4-5138.**
 Block 17: Check appropriate boxes. If you are charging tuition for **Graduate Research Assistants (GRA's)** at in-state rates and requesting the tuition differential from the Provost, please indicate by answering yes or no. **If you have questions about this policy you can contact the Sponsored Projects Review office, ext. 4-2775.**
 Block 18: Check appropriate boxes. If this is an **ELECTRONIC SUBMISSION** indicate the proposal submission system by **checking the appropriate box.** If this is a revised budget, give the URI Log number of the original proposal. If proposal is a renewal, continuation or supplement, please be sure to provide the URI account number of the existing award and indicate IACUC or IRB approval numbers, Biosafety or CIMC approval numbers if applicable.
 Block 19: Check appropriate boxes. **NOTE:** If you have checked "Yes" to any of these, please contact the Director of Compliance at ext. 4-4328.
NOTE* If you checked "No" to the question "**Potential conflict of interest?**", you are certifying to the University of Rhode Island that neither you (nor your spouse, domestic partner and dependent children) have any known existing or potential consultancy or Significant Financial Interest that would affect or would be affected or appear to be affected by the research for which funding is sought; nor in entities whose financial interest would be affected or appear to be affected by said research. If you checked "Yes" to this question, please call ext. 4-4328 at the Compliance office for further assistance. The full text of the University of Rhode Island's *Conflict of Interest Policy* may be found at: <http://www.uri.edu/research/tro>. Click on *University Research Policies* in the upper left column, then on *Conflict of Interest Policy*. Copies are also available at the Compliance office. The definition of "*Significant Financial Interest*" is found at Article IV, Item 3 of the Policy document.
Other Potentially Infectious Materials:** Go to the URI Institutional Biosafety Committee (IBC) website at: <http://www.uri.edu/research/tro/compliance/IBC> *Biosafety Levels:** go to the URI Institutional Biosafety Committee (IBC) website. URL above.
 Block 20: Check appropriate boxes. **NOTE:** If you have checked "Yes" to indicate that a **Major project or special circumstances** are involved, complete the "Special Circumstances/Major Project" form available at: <http://www.uri.edu/research/tro/ssp/ssp/ssp.html> and follow the instructions on that form. If you have checked "Yes" to indicate that **Cost sharing or matching funds** are involved, read the Cost Share Checklist form RO SP3 (available from the Sponsored Projects Review office, deans' offices or department); complete the checklist and attach to this internal approval form only if necessary. If you have checked "Yes" to a proposal submitted by a URI Partnership, indicate which one by writing in the appropriate code from the following list:
 3DV 3D Group for Interactive Visualization
 FNH Partnership for Food, Nutrition & Hunger
 PFE Partnership for Energy
 POI Partnership for Ocean Instrumentation
 Block 21: Provide signatures of all PIs, the chairperson and dean prior to submission to the Division. If more than one department or college is involved, obtain signature of all department chairs and deans. The Division cannot process the proposal without the signatures.
 Block 22: If fewer than five working days are provided for the Sponsored Projects office review, please sign the release.

THE INTERNAL APPROVAL FORM IS NOT FORWARDED TO THE AGENCY

NOTE: Forms RO SP5 and RO SP6 are provided for use as a proposal cover sheet in the event that the funding agency does not provide its own. Kingston campus PIs should use RO SP5. GSO PIs should use RO SP6.