



The following guide describes the purpose and instructions for completing all fields of the Proposal Submission Request (PSR) form line-by-line, organized by section.

Field	Purpose	Instructions
Principal Investigator Information - page 1		
Name	Identify the Principal Investigator (PI)	Enter first and last name of PI.
E-mail	Identify email contact information for PI.	Enter email address of PI (provide CU email if available).
Campus Box #	Identify to which campus box number materials for the PI will best be sent.	Enter campus box number for PI (i.e. 572 UCB). Search for PI using http://www.colorado.edu/gsearch/people to identify address if unknown.
Phone	Identify the appropriate phone number to contact the PI.	Enter complete phone number for PI including area code.
Org #	Identify primary department, institute, or center "org" through which proposal is being submitted and for distribution of award funds and departmental administration indirect cost recovery (DAICR).	Enter primary org number for the PI. Consult the department fiscal manager if unknown.
Unit	Identify the primary department, center, or institute through which the PI is requesting to submit the proposal.	Enter the appropriate department, center or institute name.
Department Fiscal Manager - page 1		
Name	Identify the primary person in your department who can speak to award finances.	Enter complete name of department fiscal manager. Refer to https://www.colorado.edu/ocg/directory if needed.
Alternate	If applicable, identify a contact other than the primary department fiscal manager who can speak to department finances.	Enter complete name of alternate department fiscal manager.
E-mail	Identify email contact information for both the primary and alternate department fiscal manager.	Enter email addresses for both primary and alternate department fiscal manager.
Phone	Identify phone number for both the primary and alternate department fiscal manager.	Enter phone numbers for both primary and alternate department fiscal manager.
Submission Information - page 1		
Proposal Title	Use the proposal title to identify the proposal for internal records and the proposal application.	Enter the complete proposal title.

Funding Opportunity No./URL	Provide information to access the description, terms, and instructions for the funding opportunity.	List funding opportunity number or URL that will enable OCG to access the funding opportunity information.
Deadline Type	Distinguish to which action the sponsor deadline corresponds.	Select the deadline type.
Sponsor Deadline	Identify the date by which the proposal must be received by sponsor, postmarked, or submitted electronically (designated in preceding field).	Enter the complete date and time with time zone.
CFDA No.	The catalogue of federal domestic assistance number to which the proposal corresponds.	Refer to the funding opportunity and enter the appropriate CFDA number (i.e. 54.171). Not applicable to non-federal sponsors, most NSF programs, and NIH parent announcements.
Submission Method	Identify the means by which the proposal will be submitted.	Select the appropriate method based on instructions in the funding opportunity or as otherwise stipulated by the sponsor.
Proposal Type	Determine how the proposal relates to the PI's current work and submission status of application per sponsor guidelines.	Select the appropriate proposal type.
Project Topical Field	Identify the NSF report code. Required for all proposals regardless of sponsor for Sponsored Projects Accounting (SPA)'s annual report to NSF for the NSF conducted Higher Education Research and Development Survey, the primary source of information on R&D expenditures at U.S. colleges and universities.	Select project topical field most closely associated with the proposal.
For collaborative proposals, lead institution name	Collaborative proposals are most often submitted to NSF. Identify the institution which will submit the most substantive portion of the proposal to the sponsor. NOTE: a collaborative proposal is NOT a subaward to/from CU.	Enter the lead institution.
Funder/Sponsor Information - page 1		
Agency/Org. Name	Identify the name of the sponsor from whom CU will get money. If we are applying directly to an agency, it will be that name. If we are a subaward, it will be the institution giving us the subaward.	Enter the name of the sponsor from whom CU will directly receive the funding.
Funder contact	Determine the best contact within the sponsor's organization for matters regarding the proposal.	Enter appropriate sponsor contact.
Phone	Identify the best phone number for reaching the funder contact.	Enter the complete phone number for the funder contact.
Email	Identify the best email address for contacting the funder contact.	Enter the email address for the funder contact.

Prime Sponsor (for subaward to CU)	Determine the entity to which the lead institution is applying and the source from which the award money will originate and flow down to CU. If CU is a second tier subaward, provide the name of the sponsor originating the funds.	Enter the prime sponsor (i.e. NSF, NIH, DOE. If CU is a second tier subaward with funds flowing, for example, from DOD > Johns Hopkins > UC Denver > CU Boulder, enter DOD).
Budget Information - page 1		
Project Start Date	Identify the date by which the PI anticipates the project will start and verify this is compliant with sponsor guidelines.	Enter the project start date, mm/dd/yyyy.
Project End Date	Identify the date by which the PI anticipates the project will end and within sponsor guidelines.	Enter the project end date mm/dd/yyyy.
Indirect cost rate cap	Determine if indirect cost rates other than our standard, negotiated rates will apply to the proposal.	Select either yes or no and, if yes, enter the sponsor mandated indirect cost rate.
Cost share/matching	Determine if cost share or matching funds from CU or a third party other than the primary sponsor are being proposed and whether the cost share is required by the primary sponsor.	Select either yes or no and, if yes, indicate if the cost share is required by the primary sponsor (mandatory) or not (voluntary).
Subrecipients/ subcontracts	Determine whether the University of Colorado will award any money to another organization as a result of the proposal being awarded. Refer to the definition of a vendor vs. subaward for guidance in determining whether funds will be issued as a subaward through OCG or contract through the Procurement Services Center (PSC).	Indicate whether there is a subrecipient included as part of the proposal. If yes, provide the Subawardee/ Subcontractor information on page 4.
Course buy-outs	Determine whether the PI or other personnel will request a course-buyout on this project.	Indicate whether a course buy-out will be used for any portion of investigator salary.
Space changes, renovations, or additional infrastructure	Identify if approval is needed from a chair, director, or dean to submit proposal.	Note whether space changes, renovations, or additional infrastructure are necessitated by the scope of the proposal.
Submitted to other agencies	As applicable, determine how to answer this question on sponsor application form.	Indicate whether proposal will be submitted to more than one agency.
Primary purpose	This helps determine if the project is a Service Agreement, rather than a research project. It also determines any issues surrounding equipment that will be used for the project.	Select yes if the primary purpose of the project is something other than research, for example, consulting, training, testing, work for hire or fabricating equipment; If yes is selected, then answer whether tagged equipment will be used.
Dual Use Research of Concern (DURC) - page 1		
Dual Use Research Concern (DURC)	Identify if the proposal uses or develops materials which can be misapplied and introduce serious threat to public health and safety and identify next steps if this question is answered "Yes".	Indicate whether such materials are identified in your proposal. If so, refer to PSR form instructions.

Page 2: Information is used to complete proposal applications as well as to notify CU Boulder compliance offices of potential projects that require additional reviews and approvals if an award is made.

Intellectual Property (IP) - page 2

Proprietary or privileged information	Determine if the proposal contains information which cannot be disclosed to the public and, as applicable, how to answer this question on sponsor application form.	Note if proposal contains sensitive, proprietary, or privileged information which cannot be disclosed to the public.
Non-disclosure agreement (NDA)	Determine if the PI has a non-disclosure agreement related to the subject matter or with the sponsor.	Note if PI has an NDA.
Transfer or receipt of tangible research materials	Determine if research materials from this or another project will be used by another entity in relation to this project.	Note if tangible materials will be transferred to or from another organization.
Software and other code as deliverable	Identify potential IP or sensitive information concern in relation to software and/or code to be created as a deliverable.	Indicate if the proposal involves developing new or modifying previously written software or code as a deliverable. Select "No" if software or code is being developed but not as a deliverable.

Human Subjects, Vertebrate Animals, Determination of Restricted or Controlled Activities, Biohazardous Materials, Radioactive Materials and Radiation, Lasers, Other Special Reviews - pages 2-3

Human Subjects	Determine if an IRB protocol will need to accompany this proposal or be applied for prior to spending funds on human research activity.	Indicate if human participants are part of the research study and, if so, if a protocol has been approved. Refer to PSR form instructions.
Human Subjects – For NIH Proposals Only	Determine if the NIH project is exempt for human research, and if the project involves human specimens and/or data.	For NIH proposals: Indicate the exemption number if the proposal is exempt human research – refer to the PSR form instructions; Indicate if the proposed research involves human specimens and/or data – refer to the PSR form instructions.
Vertebrate Animals	Determine if an IACUC protocol will need to accompany this proposal or be applied for prior to spending funds on animal research activity.	Indicate if vertebrate animals are involved in the study and, if so, type of animal research and if a protocol has been approved. Refer to PSR form instructions.
Biohazardous Materials	Identify if the proposal introduces an environmental health and safety risk through the use of biohazardous materials and next steps if this proposal includes biohazardous materials.	Select any radio button this lists materials identified in this proposal and if a protocol has been approved. Refer to PSR form instructions.
Radioactive Materials and Radiation	Identify if this project involves radioactive materials or x-rays and next steps if answered "Yes."	Indicate if the proposal uses radioactive materials or x-rays and RSC has approved use. If so, refer to PSR form instructions.

Lasers	Record if use of lasers are involved in the proposal and next steps if lasers are involved	Indicate if use of lasers are identified in the proposal.
Controlled Substances Used for Research	Identify if controlled substances or industrial hemp are introduced in the proposal.	Indicate any controlled substances or industrial hemp identified in the proposal and visit the webpage listed on the PSR as needed.
Other Special Reviews	Identify any hazardous materials that will be used on this project and next steps. Identify if the project requires specialized information technology equipment or facilities, or any special information technology requirements.	Indicate any hazardous materials identified in the proposal and follow PSR instructions if necessary. Indicate specialized information technology equipment or facilities, and/or any special information technology requirements. If "Yes", follow the link on the PSR to submit an information request form. Refer to the PSR form for additional instructions.
Determination of Restricted or Controlled Activities	Identify if the project has restricted or controlled activities concerns and next steps if there are such concerns. Refer to the Office of Export Controls additional guidance on these questions as needed.	Select the appropriate radio buttons that apply to this proposal. If any "Yes" buttons are checked, refer to PSR form instructions.
Pages 3-5: Information used to complete proposal applications, determine ICR splits, confirm compliance with financial conflict of interest policies, and collect required certifications and assurances.		
Co-PI/Co-I Information, Indirect Cost Recovery, Conflict of Interest (COI), Subawardee(s)/Subcontractor(s), Signatures - pages 3-5		
Co-PI/Co-I Information	Identify if the proposal requires significant scientific direction from a CU employee other than the PI and who will be designated as a Co-PI or Co-I.	Indicate if the proposal has CU-employed Co-PI(s) and provide all information solicited on the form. Refer above for field definitions of e-mail, org # and unit.
Indirect Cost Recovery	Identify if indirect costs should be allocated to any entity other than the PI's primary department and, if so, which units. This section does not need to be completed if each involved department will have their own Speedtype setup at award and each PI/Co-PI does not have an ICR split.	Indicate if indirect costs will be allocated to an entity other than the PI's primary department. If so, list all entities that will receive indirect costs and their specific Org code #. Use the "Other Information" box at top of page 5 if additional space is needed to provide information. If you wish to complete the split information at the proposal stage, visit the ICR Split Webpage for the appropriate form.
Conflict of Interest (COI)	Verify each PI and Co-PI, as appropriate, has completed a DEPA, if they have a conflict of interest and associated memo of understanding, indicate if any project personnel has a financial interest in an outside entity that is providing goods or services to the project, and if students will be involved.	Indicate which of the PIs/Co-PIs have filed a DEPA for the current calendar year. Indicate if this DEPA filing is associated with a memorandum of understanding. Indicate if any person involved in the proposal has a financial interest in an entity other than the University which will contribute to and benefit from the proposal. Indicate if graduate students in the proposal will be

		involved on the project. GRAs are subject to the same COI scrutiny as PIs and Co-PIs.
Subawardee(s)/ Subcontractors	Identify if the proposal will require creating the internal infrastructure to facilitate awarding money to a subrecipient.	If CU will be awarding a subcontract to another recipient, list the name of the entity who will receive money from us, the full name of their PI, his/her phone number and email, the appropriate administrative contact, his/her phone number and email. If there are unusual circumstances, such as a limit to the amount of funds they can request, note that in the Other Information section. Do not enter information in this section if entity is determined to be a vendor.
Signatures	Provide certifications and assurances required by sponsors. Certify that the recorded information is correct, and that the PI assumes responsibility for the necessary information and actions.	The PI must sign. If any additional personnel need to sign to meet sponsor or department requirements, they will sign as well.