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. Each section gives necessary information for completing both the project application and CU and the submission record; submission or award processing may be delayed if the information is incorrect or incomplete.

Field	Purpose and Instructions	
CU Personnel Information - page 1		
Name	Enter first and last name of PI.	
E-mail	Enter email address of PI (provide CU email unless not available).	
Phone	Enter complete phone number for PI including area code.	
Unit	Enter the appropriate department, center or institute name through which the PI is requesting to submit the proposal.	
Org #	This identifies the primary department, institute, orcenter "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 your department fiscal manager if unknown.
Co-PI/Co-I Information	Complete details are required to ensure the appropriate key personnel are identified on the proposal, and if awarded, the appropriate departments and units are represented in the project setup.	Indicate if the proposal has CU-employed Co-PI(s) who will provide significant scientific direction and providetheir name, unit and org #.
Submission Information - page 1		
Proposal Title	Enter the complete proposal title, making sure to follow any naming instructions from the funding announcement. If title changes after submission of PSR, please inform your Proposal Analyst.	
Funding Opportunity No./URL	List funding opportunity number or URL that will enable OCG to access the funding opportunity information and start your project on the Sponsor's page, when appropriate.	
Name of funder that will directly fund CU	Enter the name of the organization who will directly fund CU: • If applying directly to the Sponsor, indicate the Sponsor's name. • If this is a subaward from another organization, indicate that organization's name. • If this is a collaboratively submitted proposal, indicate the Sponsor's name, and then see below "For collaborative proposals…"	
Submission Deadline	Enter the complete date by which the proposal must be received by the sponsor. If there is a specific time, include that as well, with the time zone. If this is other than an electronically submitted proposal, note how the submission is marked (i.e. postmarked date).	
Proposal Type	Determines 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	This is required for CU Boulder's required annual report to Higher Education Research and Development Survey.	Select project topical field most closely associated with the proposal.
Prime Sponsor (if CU is a sub)	If CU is a subaward on the project, indicate the Sponsor (i.e. NSF, NIH, DoE) to whom the lead (the organization that will fund CU) is applying.	
For collaborative proposals, lead organization name	Collaborative proposals are most often submitted to NSF. Identify the institution which will submit the mostsubstantive portion of the proposal to the sponsor. NOTE: a collaborative proposal is NOT a subawardto/from CU.	Enter the lead organization. This is the organization that will be in charge of submitting the primary proposal documents.
Funder Contact/ Contact Email	Enter the contact name and email in the appropriate fields for the funder named above. If this is for a subaward, this will be somebody from their Sponsored Projects Office.	

Budget Information - page 1		
Project Start and Dates	Project period dates impact budget estimation factors.	Enter the project start and end dates, mm/dd/yyyy, and verify these are compliant with sponsor guidelines. If the project period is adjusted after submission of PSR, please inform Proposal Analyst.
Indirect cost rate cap	Determines 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	Determines 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).
Course buy-outs	Indicate whether a course buy-out will be used for any portion of investigator salary.	

Indirect Cost Recovery - page 1		
Indirect Cost Recovery	Identifies if indirect costs should be allocated to any entity other than the PI's primary department.	Indicate if indirect costs will be allocated to an entity other than the PI's primary organization code. If Yes, list all entities that will receive indirect costs and their specific Org code #. Actual proportion of split will need to be identified in ICR Split Request Form.

Project Information - page 2		
All Questions	Identifies information that the Proposal Analyst will need to build your project in the Sponsor's site, as well as determines what approvals or further determinations may be needed.	Answer Yes or No as appropriate, and provide any required detail/documentation: • Environmental impact – this is usually "No" unless a specific FOA indicates that the National Environmental Policy Act (NEPA) applies

Subrecipient(s) - page 2		
Subrecipients	Determines 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, or the Sub Agreement /Vendor/Consultant Decision Tree for guidance in determining whether funds will be issued as a subaward through OCG or contract through the Procurement Services Center (PSC).	Include the information only if you've determined this will be a subaward: • Organization Name • Budget Allocation, if known • PI Name, Email and Phone # • Administrator Name, Email and Phone #

Other Information - page 2		
Other Information	Add any additional details as needed, including if additional space is needed for ICR splits or Subrecipients.	

Project Compliance - pages 3-4		
Human Subjects and Human Specimens and/or Data	Determines if the project involves human research, is exempt from human research, or if the project involves human specimens and/or data. If Yes, 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. Indicate the exemption number if the proposal is exempt human research. Indicate if the proposed research involves human specimens and/or data that is not considered human subjects research. Refer to the PSR form instructions.
Vertebrate Animals	Determines if the project involves animal studies. If Yes, 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 thestudy and, if so, type of animal research, if a protocol has been approved, location of animalsstudies and if animal euthanasian will be used. Refer to PSR form instructions.

Intellectual Property (IP) and Confidential/ Proprietary Information (CI)	Determines if the project has any potential or need to restrict intellectual property (IP) or Confidential/Proprietary Information (CI) that associated or will be used during the project.	Select the appropriate radio buttons that apply to this proposal. If any "Yes" buttons are checked, refer to PSR form instructions. *Developing Software or other Code:* • 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. • If "Yes" further guidance from IP council will be coordinated prior to submission.
Environmental Health and Safety (EH&S)	a) Identify if lasers will be used on the project, and if so determine laser classification(s). b) Indicate if the proposal uses radioactive materials or x-rays and RSC has approved use. If so, refer to PSR form instructions. c) Identify if the proposal will involve the use of hazardous materials and next steps if chemical use is intended. Select any radio button that lists chemicals identified in this proposal. d) 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 that lists materials identified in this proposal.	
Controlled Substances Used for Research	Indicate any controlled substances or industrial hemp identified in the proposal and visit the webpage listed on the PSR as needed.	
Determination of Restricted or Controlled Activities	Identifies if the project has any 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. *Foreign Nationals:* • Mark "Yes" if any project personnel participating on the project, paid or unpaid, including the Principal Investigator, are a non-U.S. citizen without a green card.

Disclosure of External Professional Activities (DEPA) and Other Support - page 4		
Disclosure of External Professional Activities (DEPA) and Other Support	The Principal Investigator (PI) is responsible for ensuring personnel, as appropriate to their role, have made the applicable disclosures required by the University and Sponsor. Acknowledgment of responsibilities and identification any applicable financial conflict of interest should be made by selecting the appropriate radio buttons. • Acknowledge that project personnel responsible for the design, conduct or reporting of the research have completed a DEPA. • Acknowledge students responsible for the design, conduct, or reporting of the research will complete RCR trainings. • Acknowledge all senior key personnel have disclosed their other support and affiliations as required by the sponsor • Determine if any project personnel has a financial interest in an outside entity that is providing goods or services to the project. If Yes, refer to the PSR from instructions for disclosure requirements to the sponsor.	

Sponsor Assurances - page 5		
NASA China Assurance	Only required for projects that are affiliated with NASA funding.	Read assurance requirements and confirm acknowledgment.
NIH Fellowship Assurance	Only required only for NIH F series (e.g., F30, F31, F32, F33) proposals.	Read assurance requirements and confirm acknowledgement.

Certifications - page 6		
Signatures	Provide certifications and assurances required by sponsors and CU Boulder policy. 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.