

**WSU OFFICE OF RESEARCH ADMINISTRATION
PROPOSAL ROUTING FORM**

(Click in boxes to check)

This form is interactive, but cannot be saved with only the Adobe Acrobat Reader
July 2006

Sponsoring Agency: _____ Agency Deadline: _____

Project Title: _____

Project duration: from _____ to _____

Principal Investigator (PI)/Project Director (PD): _____

College/Dept: _____ / _____ Ext: _____

Please see WSU rate sheet to determine the percentage for F&A Costs at: <http://www.wichita.edu/ora> in Proposal Preparation.

	Year 1	Total Period	Facilities and Administrative Costs (F&A): ___% <input type="checkbox"/> on <input type="checkbox"/> off campus
Direct Costs	_____	_____	Basis is MTDC*? <input type="checkbox"/> Yes <input type="checkbox"/> No
Indirect Costs	_____	_____	PI's grant paid effort:
Total Requested	_____	_____	Other basis?: _____ Academic mos: _____ ; Summer mos: _____
Cost Sharing/Matching	_____	_____	Release Time?: <input type="checkbox"/> No; <input type="checkbox"/> Yes _____ %
Are WSU Funds committed beyond the grant period? <input type="checkbox"/> No <input type="checkbox"/> Yes			If Sponsor limits F&A, what percentage is permitted? _____ %
Does this project involve a subcontract? <input type="checkbox"/> No <input type="checkbox"/> Yes			Overload pay? <input type="checkbox"/> No <input type="checkbox"/> Yes Amount \$ _____ and Percent _____ %
			*MTDC: Modified Total Direct Costs are all costs except equipment. MTDC forms the usual basis for F&A or Indirect Costs.

EXPENDITURES for RESOURCE REQUIREMENTS. List only those items which require expenditures for the grant such as new telephone lines, consultants, computing, maintenance, salaries and benefits and indicate the source of any University matching funds.

Item **WSU Department Responsible for Matching Funds**

_____	_____
_____	_____
_____	_____

INSTITUTIONAL CLEARANCE: Check appropriate box(es) if this proposal includes any of the items listed below. **The costs of animal care and costs of disposal of radioactive wastes and hazardous wastes/biohazards must be included in the proposal budget.**

Humans _____ * Animals _____ * Radioisotopes _____ * Infectious Agents _____ * Biohazards _____ *

*Initial of Committee Chair or Director of Hazardous Materials Office

Is there a proprietary data requirement from the sponsor? No Yes
 Is your project related to Homeland Security? No Yes
 Do you have a current Conflict of Interest statement filed (updated each Fall)? No Yes
 Do all Co-PIs, have a current Conflict of Interest statement filed (updated each Fall)? No Yes No WSU Co-PIs

With respect to any invention, discovery, or copyrightable material produced in the course of the activities encompassed by this project, I agree that my rights and those of any Co-Investigator(s) working on this project shall be governed by the University policies relating to research, patents and copyrights as described in the WSU Faculty Handbook, and by the patent policy of the Kansas Board of Regents. For **FEDERAL** grants, contracts and cooperative agreements: I have read and understand the lobbying restrictions (reprinted on the last page).

PI/PD	Date	CO-PI/PD	Date
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The validity of the proposed activity and commitment of resources (as noted) are hereby authorized.

Chair	Date	Additional Endorser	Date
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Dean	Date	Additional Endorser	Date
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Associate Vice President for Research	Date	Additional Endorser	Date
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Export Compliance review completed <input type="checkbox"/>	ORA Compliance Specialist	Date
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Wichita State University
Export Control Screening Questionnaire

Complete and submit with all research or grant proposals.

Does this project or agreement:

	Yes	No
1. Involve foreign nationals working on the project?	<input type="checkbox"/>	<input type="checkbox"/>
2. Contain language referring to or mandating compliance with <u>export laws or regulations</u> ?	<input type="checkbox"/>	<input type="checkbox"/>
3. Contain language referring to <u>classified research or security concerns</u> ?	<input type="checkbox"/>	<input type="checkbox"/>
4. Restrict researcher participation (faculty, student, others) based on <u>country of origin or citizenship</u> ?	<input type="checkbox"/>	<input type="checkbox"/>
5. Restrict disclosure of information or research results or access to equipment by faculty, students or staff researchers due to their country of origin or citizenship?	<input type="checkbox"/>	<input type="checkbox"/>
6. Require researcher participation in US-citizen-only meetings?	<input type="checkbox"/>	<input type="checkbox"/>
7. Allow sponsor to require research results to be treated as confidential or proprietary?	<input type="checkbox"/>	<input type="checkbox"/>
8. Allow sponsor to require the deletion in publications or disclosures of the research results or information other than confidential, <u>proprietary information</u> provided by the sponsor?	<input type="checkbox"/>	<input type="checkbox"/>
9. Allow sponsor to delay disclosure or publication of research results for more than ninety (90) days and such delay is not limited to sponsor's need to protect <u>Intellectual Property</u> ?	<input type="checkbox"/>	<input type="checkbox"/>
10. Involve transfer of software, software source code or software documentation?	<input type="checkbox"/>	<input type="checkbox"/>
11. Involve travel, research, expenditures or transfer of research results/equipment outside the United States?	<input type="checkbox"/>	<input type="checkbox"/>
12. Involve Select Agents?	<input type="checkbox"/>	<input type="checkbox"/>

Date: _____
PI/Lab Manager Signature

If the answer to any of these questions is "Yes", or if you have other questions related to grants, contracts or export controls, please contact the Office of Research Administration at 978-3285, Contract Specialist at 978-6169 or Compliance Specialist at 978-6846.

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The applicant certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the applicant shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The applicant shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.