

# NOTIFICATION OF INTENT TO SUBMIT REQUEST FOR EXTERNAL FUNDING

Check one:  Research Proposal     Sponsored Project (Non-Research)     Development

P I Name: _____	Phone #: _____	Email: _____
Faculty Status: _____ Tenured    _____ Tenure Track    _____ Non Tenured    _____ Non Faculty    _____ Research Scientist	Fax #: _____	
Dept: _____	Location (Building / Room # / Mail Stop): _____	
Co-PI/PD: _____	Funding Sponsor: _____	
Website Link: _____	Solicitation #: _____	Due Date: _____
Proposal Short Title: _____	Proposal Long Title: _____	
35 character limit (for internal/University purposes only)		

## REGULATORY COMPLIANCE REQUIREMENTS

***This area must be completed.***

Please check yes or no for Each of the Regulatory Compliance Areas.

**Human Subjects** (Also applies to Data Collection Surveys)

**Animal Care and Use**

**DNA**

**Biological Agents/Toxins**

\_\_\_\_\_ yes    \_\_\_\_\_ no

\_\_\_\_\_ yes    \_\_\_\_\_ no

\_\_\_\_\_ yes    \_\_\_\_\_ no

\_\_\_\_\_ yes    \_\_\_\_\_ no

***A yes to any of the above related Regulatory Compliance Areas indicate that you must have an approved protocol on file prior to the authorization for the release of funds on any resulting award. It is the responsibility of the PI/PD to follow-up with the Compliance Office for review of your proposed activities.***

## Areas of Special Consideration

**Does your proposed project involve any of the following categories? If yes is answered to any category, follow instructions provided for each category.**

<p>1. Are you planning to purchase capital equipment (over \$5000 per item)? _____yes _____no</p> <p>If yes, be sure to budget for each of the following:</p> <p>✦ Transportation    Installation    Operations    Maintenance (Insurance)</p> <p>✦ I have designated space for the planned capital equipment? _____yes _____no</p> <p>The planned location: _____</p> <p>The space will require renovation/upgrade: _____yes _____no</p> <p>✦ I do not have designated space for the planned capital equipment. A space will have to be identified.</p> <p>_____ Renovated    _____ Upgraded    _____ Constructed</p> <p><b>NOTE: Include a budget for these needs in your proposal.</b></p>	<p>5. Does this project require cost share/matching funds? _____yes _____no</p> <p>If yes, provide the planned source for these funds.</p> <p>✦ Commitment of University funds requires identification of an account name and number and the signature of the authorizing official for that account</p> <p>✦ Third Party contributions require a letter of commitment signed by the authorizing official of the third party source. This documentation is required on file prior to proposal submission.</p>
<p>2. Will this project involve new employees? _____yes _____no</p> <p>If yes, contact Student Employment for students, and Human Resources for Faculty/Staff regarding University hiring procedures and training requirements. PI Orientation is required when student wages are budgeted.</p>	<p>6. Does this proposal require work outside of Texas? _____yes _____no</p> <p>If yes, provide complete descriptive detail of this work for review by HR, Payroll, Risk Management, etc for compliance issues.</p>
<p>3. Do you or any faculty/staff who will be paid from this grant receive longevity pay? _____yes _____no</p> <p>If yes, provide names and monthly rates.</p>	<p>7. Does your proposal include: Travel outside the U.S.? _____yes _____no</p> <p style="text-align: center;">On-campus housing for participants? _____yes _____no</p> <p>If yes, more information will be needed for Risk Management assessment concerning insurance costs and other regulations that may apply.</p>
<p>4. Does this proposal include research where environmental issues would be a concern? _____yes _____no</p>	<p>8. Will this project include any subcontracts? _____yes _____no</p> <p>If yes, obtain further information from your proposal administrator</p>

**SPECIAL NOTE:** The NSF and NIH limit summer time pay for faculty with 9-month appointments to 2 summer months. Please refer to the Grant Proposal Guide for each of these agencies for further clarification.

You have the option to submit proposals through the Prairie View A&M Research Foundation or Prairie View A&M University, Office of Sponsored Programs, unless the proposal guidelines specify differently. Below is a brief comparison of the services provided by each office.

Please check the Administrative Office of your choice.

**RESEARCH FOUNDATION**

**OFFICE OF SPONSORED PROGRAMS**

Travel Advances & Reimbursement	Travel advances allowed for all travel.	Travel advances only allowed when traveling with students and international travel.
Purchasing Requirements	Purchase Order not required for purchases under \$2,500.00	Purchase Order required for all purchases
	Bids not required for goods or services under \$5,000.00	Bids not required for goods or services under \$2,000.00
Insurance on Equipment	Provides insurance with a \$2,500 deductible per location on equipment purchased with grant funds.	NONE
State Regulations	As a non-profit corporation, State Regulations do not apply	Must adhere to state regulations
IDC Recovery	The institution receives 71% of the IDC recovered. The PI receives a percentage of the 71% of the IDC recovered.	P I receives percentage of 100% of IDC recovered.
<i>Example</i>	<i>The example below is based on P I receiving 20% of recovered Indirect Costs of \$10,000.</i>	
	<i>10,000 x 71% x 20% = \$1,420.00</i>	<i>10,000 x 20% = \$2,000.00</i>
Timing of IDC Recovery	1 month delay in posting earned IDC to your Indirect Cost Account.	Posted to your Indirect Cost Account at the end of each month as it is earned.

\_\_\_\_\_  
Signature of Principal Investigator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Dept Head/Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Dean

\_\_\_\_\_  
Date

<b>Area of Work - Please check area(s) that most closely match field(s) of work for this proposal and the appropriate sub-category, if one exists.</b>					
<b>2G - Agricultural Sciences</b> - Deals with the production of food and fiber.					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plant Sciences	Animal Sciences	Aquaculture	Agricultural Economics	Other Topics related to Agricultural Enterprise.	
<b>2H - Biological Sciences</b> - Those life sciences (apart from medical sciences and agriculture sciences) that deal with the origin, development, structure, function and interaction of living things.					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anatomy	Animal Sciences	Bacteriology	Biochemistry	Biogeography	Biophysics
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ecology	Embryology	Entomology	Evolutionary Biology	Genetics	Immunology
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microbiology	Molecular Biology	Nutrition & Metabolism	Parasitology	Pathology	Pharmacology
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Anthropology		Physiology	Plant Sciences	Radiobiology	Systematics
<b>2E - Computer Sciences</b> - The application of mathematical methods to automated information systems, the development of computer technology, and advanced applications of computers.					
<b>Engineering</b> - Studies directed toward developing engineering principles or toward making specific principles usable in engineering practice.					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2A1 - Eng - Aeronautical/Astronautical	2A2 - Eng - Chemical	2A3 - Eng - Civil	2A4 - Eng - Electrical		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2A5 - Eng - Mechanical	2A6 - Eng - Metallurgical & Materials		2A8 - Eng - Bio-eng/Biomedical		
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
2A7 - Eng - Other, specify					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Agricultural	Industrial	Nuclear	Ocean	Systems	
<b>Environmental Sciences</b> (terrestrial and extraterrestrial) - The gross, non-biological properties of the areas of the solar system that directly or indirectly affect man's survival and welfare.					
The one exception is studies pertaining to life in the sea or other bodies of water are classified in oceanography not biology.					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2C1 - Env - Atmospheric	2C2 - Env - Earth Sciences(Geological)	2C3 - Env - Oceanography			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
2C4 - Env - Adv. Ocean Drilling Prog	2C5 - Env - Other				
<input type="checkbox"/>	<input type="checkbox"/>				
<b>2D - Mathematical Sciences</b> - Employ logical reasoning with the aid of symbols and are concerned with the development of methods of operation employing such symbols.					
<b>2F - Medical Sciences</b> - The causes, effects, prevention or control of abnormal conditions in man or his environment as they relate to health.					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dentistry	Internal Medicine	Neurology	Ophthalmology		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Physical Medicine & Rehabilitation	Podiatry	Preventive Medicine	Psychiatry		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Public Health	Radiology	Surgery	Veterinary Medicine		
<input type="checkbox"/>	<input type="checkbox"/>				
<b>Physical Sciences</b> - The understanding of the material universe and its phenomena.					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2B1 - Phys - Astronomy	2B2 - Phys - Chemistry	2B3 - Phys - Physics		2B4 - Phys - Other	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
<b>Psychology</b> - Deals with behavior, mental processes and individual and group characteristics and abilities.					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2I - Psychology	Animal Behavior	Clinical Psychology	Comparative Psychology	Development and Personality	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Educational Personnel	Ethnology	Experimental Psychology	Industrial and Engineering Psychology	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Social Psychology	Vocational Psychology and Testing			
<input type="checkbox"/>	<input type="checkbox"/>				
<b>Social Sciences</b> - An understanding of the behavior of social institutions and groups and of individuals as members of a group.					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2J1 - Soc - Economics	2J2 - Soc - Political Sciences		2J3 - Soc - Sociology		
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
2J4 - Soc - Other					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Anthropology	History	Linguistics			
<b>2L - Arts and Humanities</b>					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Art	Music	History	Languages	Religion	Other aspects of man's culture/heritage
<b>2M - Business Administration</b> - Deals with the management and operation of business enterprises					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management	Marketing	Accounting	Other related topics		
<b>2N - Education</b> - Research related to any aspect of education.					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elementary	Secondary	Higher Education	Educational Policy	Education Administration	
<input type="checkbox"/>	<input type="checkbox"/>				
<b>2O - Law and Public Administration</b> - Research related to legal systems and to public policy at the federal, state or local levels					
<b>2R - Other Sciences - Please specify</b> _____					