

Proposal Transmittal Form (PTF)

Seattle University
Office of Sponsored Projects (OSP)

Proposal #: _____

Pre-application Full proposal
(OSP Use Only)

Please submit this PTF with your final proposal package (narrative, budget, budget justification, and attachments) to the Office of Sponsored Projects no less than five (5) business days prior to proposal deadline.

See page 4 - Proposal Transmittal Form Instructions for complete details and definitions.

PROPOSAL INFORMATION

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

College/Center _____ Department _____ Proposal deadline _____

I have included _____ (insert #) co-PI/PD(s) and/or Other Key Personnel at Seattle University in this proposal.
**Attach an Addendum A for each.*

Project Title _____

Sponsor _____ Prime Institution _____

Sponsor's Program Name _____ CFDA Number (If Federal) _____

Select from List
Sponsor Type

Select from List
Application Type

Select from List
Project Type

Select from List
PI Status

Total Dollars Requested
Direct Costs: _____
Indirect Costs: _____
Total Sponsor Costs: _____
Cost Share*: _____
<i>*Attach Addendum B for cost share approval</i>
Total Project Cost: _____

<i>Notes:</i>

Project Period
Start Date: _____
End Date: _____

COMPLIANCE QUESTIONS

Please answer all questions before submitting the PTF.

Yes <input type="checkbox"/>	No <input type="checkbox"/>	1. Have you submitted a Financial Conflict of Interest (FCOI) disclosure form to OSP this academic year? <i>(If no, please submit FCOI disclosure form)</i>
Yes <input type="checkbox"/>	No <input type="checkbox"/>	2. Are there any changes in your FCOI status as a result of this proposal or has your status changed since submission of your last FCOI disclosure form? <i>(If yes, please complete a new FCOI disclosure form)</i>
Yes <input type="checkbox"/>	No <input type="checkbox"/>	3. Will the project recover indirect costs at the University's federally negotiated rate? <i>(If no, attach sponsor's IDC policy) Sponsor rate: _____</i>
Yes <input type="checkbox"/>	No <input type="checkbox"/>	4. Is purchase of equipment with a cost of \$5,000 or greater per item anticipated?
Yes <input type="checkbox"/>	No <input type="checkbox"/>	5. Is there a probability that this project will result in a patent or copyright?
Yes <input type="checkbox"/>	No <input type="checkbox"/>	6. Does the project involve issuing a subaward? <i>(For pre-proposal or Letter of Intent attach: budget estimate and scope of work. For full proposal attach: subaward budget, scope of work, and signed letter of commitment.)</i>
Yes <input type="checkbox"/>	No <input type="checkbox"/>	7. Will material, equipment or data be transferred from SU to an outside entity or from an outside entity to SU?
Yes <input type="checkbox"/>	No <input type="checkbox"/>	8. Does this project involve sending materials outside of the United States? <i>(If yes, please complete Addendum C, Export Control Checklist)</i>
Yes <input type="checkbox"/>	No <input type="checkbox"/>	9. Does this project involve collaboration with personnel who are nationals of a country other than the United States? <i>(If yes, please complete Addendum C, Export Control Checklist)</i>
Yes <input type="checkbox"/>	No <input type="checkbox"/>	10. Will this project involve foreign travel? <i>(If yes, please complete Addendum D, Foreign Travel Checklist)</i>
Yes <input type="checkbox"/>	No <input type="checkbox"/>	11. Are you or anyone listed in the proposal budget a member of the Society of Jesus (Jesuit)? <i>(If yes, the proposed budget must not include fringe benefits on their salary)</i>
Yes <input type="checkbox"/>	No <input type="checkbox"/>	12. Will any of the following be used in this project: hazardous materials, recombinant DNA (rDNA), or vertebrate animals? <i>(If yes, OSP will notify the Chemical Hygiene and Biosafety Officer)</i>
Yes <input type="checkbox"/>	No <input type="checkbox"/>	13. Will Human Subjects, living people or data about living people be used or collected? <i>(If yes, OSP will notify the Institutional Review Board)</i>
Yes <input type="checkbox"/>	No <input type="checkbox"/>	14. Will your project require new space or remodeling of existing space? <i>(If yes, OSP will notify the Director of Facilities Planning and Real Estate)</i>
Yes <input type="checkbox"/>	No <input type="checkbox"/>	15. Is the sponsor of this project the NSF or NIH? <i>(If yes, please complete Addendum E, Notification Requirements Regarding Findings of Sexual Harassment, Other Forms of Harassment, or Sexual Assault)</i>

Required Signatures and Certifications – PI/PD, Chair, Dean, Seattle University Officials

Principal Investigator/Project Director

I, _____ attest that: 1) I am not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from current transactions by any Federal department or agency; 2) I have received, read, understand and will abide by Seattle University's policies regarding externally funded sponsored awards (<https://www.seattleu.edu/sponsored-projects/>) 3) I agree to be bound by the terms and conditions of the externally funded sponsored award which supports this activity; 4) I understand I am responsible for the financial stewardship of any sponsored award resulting from this application and that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties; and 5) I agree to accept responsibility for the scientific and/or programmatic conduct of this project and to provide the required progress reports if the proposal is awarded.

My signature below certifies to the above statements and that to the best of my knowledge all information submitted within this proposal is true, complete and accurate.

Principal Investigator/Project Director Date

Please check if applicable:

- I am requesting salary release during the academic year.
- I am requesting summer pay during the grant period.
- This project proposes hiring new staff or faculty.

REQUIRED COLLEGE APPROVALS – PI/PD must obtain

The signatures below indicate review of the above referenced proposal; confirmation that it is consistent with center, departmental, college and/or university mission, practices, policies, and priorities; and approval of all commitments described in the proposal including those involving space, equipment, personnel, release time, cost sharing and conflict of interest. I confirm that the PI/PD's effort and salary commitments are consistent with the university's grant compensation and effort policies.

Department Chair (If applicable) Date

Dean/Center Director Date

REQUIRED INSTITUTIONAL APPROVALS - OSP will obtain

University Advancement (Required for Private Foundations/Corporations Submissions) Date

Office of the Controller (Required when Cost Share/Match Commitment Made) Date

Office of Sponsored Projects Date

I authorize the Office of Sponsored Projects to submit the above-mentioned proposal as the Authorized Organizational Representative (AOR) on behalf of Seattle University.

Office of the Provost Date

Proposal Transmittal Form Instructions

The Proposal Transmittal Form (PTF) facilitates the internal reviews and approvals for the submission of a grant or contract proposal to an external entity. An SU staff or faculty member seeking to submit a letter of intent, pre-proposal, subaward commitment, or full proposal is required to notify the Office of Sponsored Projects (OSP).

The PTF must be completed by the Principal Investigator/Project Director and needs to be signed by the department chair (if applicable) and college dean/center director before sending to the OSP with the complete, final proposal **five business days prior** to the deadline.

Please complete all fields on the PTF.

Page 1: Proposal Information – Definitions

Project Title: Please include the full project title to be submitted to the funder including any required acronyms (e.g. NSF program names)

Prime Institution: If SU will be a subrecipient under a prime award, list the prime institution of the award. Otherwise, indicate Seattle University.

CFDA Number: Catalog of Federal Domestic Assistance as noted in the proposal solicitation under General Information (federal grants only)

Application Types

LOI/Pre-Proposal: A document outlining the general plans of proposal. Contact OSP to determine if a PTF is required for your LOI/Pre-proposal.

New Application: An application submitted for the first time

Resubmission: A revised or amended application submitted for reconsideration of support

Continuation: Mon-competing continuation of an active grant into the next budget period

Competitive Renewal: Competitive extension to an active grant, including a supplemental request

Project Types

Basic Research: Systematic study directed toward fuller knowledge or understanding of the fundamental aspects of phenomena and of observable facts without specific applications towards processes or products in mind.

Applied Research: Systematic study to gain knowledge or understanding necessary to determine the means by which a recognized and specific need may be met.

Conference: Support for you to organize a conference.

Workshop: Support for you to attend a workshop or conference.

Student Scholarships: Funding exclusively for student scholarships and support

Page 2: Compliance Questions

All questions on page 2 must be completed by the PI/PD. Please consult with OSP if you have specific concerns. Contact OSP for the Required Addendums or find them on our website: <https://www.seattleu.edu/sponsored-projects/apply/proposal-development/>

Page 3: Approvals

PI/PD is responsible for obtaining college approvals; OSP will coordinate institutional review and approvals. Either electronic or hard copy signatures are accepted.