

**University of the Virgin Islands
Office of Sponsored Programs
Internal Routing and Approval Form Instructions**

Form Field Instructions

Field Name	Information
PI/PD Name	Enter the name of the Principal Investigator/Project Director.
PI Email	Enter the email for the Principal Investigator/Project Director.
PI Department	Enter the name of the department the Principal Investigator/Project Director reports to.
PI Phone	Enter the phone number for the Principal Investigator/Project Director.
Co-PI/PD and Department	<p>Enter the names of all individuals who are listed as Co-Principal Investigators/Project Directors or Co-Investigators (for National Institute of Health proposals) in the proposal.</p> <p><i>Co-Principal Investigator/Co-Project Director:</i> an individual who shares responsibilities for the sponsored project with the PI.</p> <p><i>Co-Investigator:</i> an the individual shares responsibilities for performing work under the sponsored project, but does not have fiscal authority unless delegated by the PI.</p>
Sponsor Name	Enter the name of the entity who is providing the funding for this program.
Lead Institution	Enter the name of the lead institution if UVI is not acting as the lead institution.
CFDA #	<p>Enter the CFDA number if federal grant funding. The CFDA number will be listed in the funding announcement opportunity. Federal contracts do not have CFDA numbers (leave blank).</p> <p><i>CFDA: Catalog of Federal Domestic Assistance</i></p>
Sponsor Deadline	Enter the date the proposal is due to the sponsor. If UVI is not the lead institution, enter the date the lead institution has given for UVI to submit their documents.
Electronic, Postmark or paper receipt	<p>Select which method will be used to submit the proposal to the sponsor.</p> <p><i>Electronic:</i> Select 'electronic receipt' if the proposal is submitted through a sponsor electronic system or e-mailed.</p> <p><i>Postmark:</i> Select 'postmark' if the application is submitted in hard copy format and has to be postmarked (not received) by the deadline.</p> <p><i>Paper Receipt:</i> Select 'paper receipt' if the proposal is submitted in hard copy and must be received by the sponsor by the deadline.</p>

Funding Opportunity	Enter the link of the funding opportunity guidelines or send as an attachment when the form is submitted to OSP. If no funding opportunity guidelines exist then please enter N/A or None.
Proposed Project Title	Enter the title of the project.
Project Location	<p>Select if the project will be completed on campus or off campus.</p> <p><i>On-Campus:</i> engaging in a project/activity in spaces or buildings owned by UVI.</p> <p><i>Off-campus:</i> engaging in a project/activity in spaces or buildings UVI does not own.</p> <p>The “off-campus” designation DOES NOT refer to fieldwork, which is conducted intermittently at remote locations as part of a larger on-campus-based research project. To be considered off-campus, at least 50% of the work has to occur at an off-campus location.</p>
Submission Type	<p>Select the appropriate submission type.</p> <p><i>Pre-Proposal:</i> preliminary proposals requested by the sponsor for certain funding opportunities.</p> <p><i>New:</i> an initial and new proposal submission to the sponsor.</p> <p><i>Renewal/Continuation:</i> A request for continual funding on a current project for the next budget year, which are typically committed one year at a time.</p> <p><i>Supplement:</i> A request to the sponsor for additional funds for an ongoing project during the previously approved performance period. A supplemental proposal may result from increased costs, modifications in design, or a desire to add a closely related component to the ongoing project.</p> <p><i>Revision:</i> A modified and resubmitted proposal for funding for a project that was previously not funded either because it was denied by the sponsor or withdrawn by the Principal Investigator.</p>
Project Type	<p>Select the appropriate primary project type from the primary drop down options. If there is a secondary project type, please select the secondary project type in the secondary drop down options. Should none of the project types in the drop down options, and noted below, fit your project then please select other in the drop down and indicate the type in the provided box.</p> <p><i>Basic Research:</i> Experimental or theoretical work undertaken primarily to acquire new knowledge of the underlying foundations of phenomena and observable facts, without any particular application or use in view.</p>

	<p><i>Applied Research:</i> Original investigation undertaken in order to acquire new knowledge; directed primarily, however, toward a specific, practical aim or objective.</p> <p><i>Experimental Development Research:</i> Systematic work, drawing on knowledge gained from research and practical experience and producing additional knowledge, which is directed to producing new products or processes or to improving existing products or processes.</p> <p><i>Training:</i> Training development and/or implementation. Training projects may include some elements of research, particularly if new projects may include some elements of research, particularly if new techniques of training and training curriculum are being developed.</p> <p><i>Instruction:</i> Curriculum development, instruction, demonstration, or efforts to improve pedagogical methods. Instructional projects may include some elements of research, particularly if new techniques of instruction or curriculum content are being developed.</p> <p><i>Technical Assistance:</i> Assistance, operation, and maintenance related to equipment and/or facilities.</p> <p><i>Other:</i> any project type which does not fit the above project types.</p>
Start Date	Enter the anticipated start date of the project.
End Date	Enter the anticipated end date of the project.
Does this project contain Subaward(s)?	<p>Select Yes, if UVI will be including an external entity as a subrecipient in this proposal. List each subaward in the provided box.</p> <p><i>Subrecipient:</i> a non-federal entity that receives a subaward from UVI to carry out part of this proposal.</p> <p>Note: Do not select Yes if UVI is the subrecipient to another lead institution.</p>
Compliance and Commitments	<p>Select Yes or No if the compliance or commitment is applicable.</p> <p><i>Release Time:</i> the time a faculty member is released from normal teaching responsibilities in order to work on a sponsored project.</p> <p><i>Human Subjects Research:</i> Research involving a living individual about whom an investigator obtains information or biospecimens through intervention or interaction with the individual.</p> <p><i>IRB:</i> Institutional Review Board</p>

	<p><i>Animal Subjects Research:</i> Research involving the use of vertebrate animals.</p> <p><i>IACUC:</i> Institutional Animal Care and Use Committee</p>
Funds Requested	<p>Enter the amount of Direct, F&A (Indirect Costs), and total costs you are requesting from the sponsor. The indirect costs are calculated using the applicable indirect cost rate.</p> <p><i>Direct Costs:</i> an expense whose benefit can be specifically identified with a particular funding source and/or program.</p> <p><i>F&A Costs (Indirect Costs):</i> are costs that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective.</p>
FA& Costs (Indirect)	<p>Select the F&A costs used on the proposal.</p> <p>On –Campus Rate: 68% of Salary, Wages and Fringe</p> <p>Off-Campus Rate: 37% of Salary, Wages and Fringe</p> <p><i>IDC Not Allowed:</i> Sponsor funding opportunity guidelines have indicated F&A (indirect costs) are not allowed.</p> <p><i>Agency Capped Rate:</i> Sponsor funding opportunity guidelines indicated F&A (indirect costs) are limited to a specific percentage.</p>
F&A Rate Waiver/Reduction Requests	<p>This is only applicable when a reduction in the F&A Rate is requested. This is not required when the sponsor has indicated a capped rate in their official posted funding opportunity guidelines.</p> <p>Note: If a sponsor does not issue official funding guidelines, an e-mail stating IDC is not allowed, may not be acceptable. In these circumstances, OSP will review and provide guidance.</p> <p><i>Requested F&A Cost:</i> Amount of F&A costs requested in the budget with the reduction applied.</p> <p><i>Full UVI F&A:</i> Amount of F&A costs UVI would receive if the full rate was applied.</p> <p><i>F&A requested for waiver consideration:</i> Amount of F&A costs UVI is waiving (Full UVI F&A costs – Requested F&A costs)</p>

	<p><i>Justification for Waiver:</i> Enter a justification to why a waiver would benefit the project, UVI, and/or the community.</p>
<p>Cost Share</p>	<p>Enter the Amount and the source of UVI Cash Match, UVI in-Kind Match, and Non-UVI Match.</p> <p><i>UVI Cash Match:</i> Contributing the computed value of the effort that UVI-paid personnel are expending on the project without reimbursement from the sponsor or other monies from an unrestricted fund to pay for any of the direct costs associated with a sponsored project (e.g., salaries, fringe benefits, travel, equipment etc.)</p> <p><i>UVI In-Kind:</i> Non-cash contributions contributed UVI.</p> <p><i>Non-UVI Match:</i> Cash or In-Kind contributions contributed by a third party.</p>
<p>Signatures</p>	<p>Signature is required from the PI/PD, Co-PI/PDs, Chair/Director, Deans, and the OSP Director. If there are multiple PIs/Co-PIs from one department the Chair/Director need only sign once.</p> <p>If personnel or resources controlled by multiple units are involved, all Chairs/Directors, and Deans from the associated units must approve.</p> <p>Signatures from the Vice Provost, Provost and President are obtained as required by the Proposal Review and Submission Standard Operating Procedure and coordinated by the Office of Sponsored Programs.</p>