

General Information Section

The General Information section of the Proposal Record contains fields related to broad areas of the proposal including the project start and end dates and the type of award mechanism, proposal type, and activity type.

Each field in this section requires the user to complete this tab.

Proposal Title:

The title of the proposed project as reflected on the proposal being submitted to the Sponsor.

Lead Administrative Unit:

The department responsible for managing the administrative and financial aspects of externally funded research projects, including pre- and post-award activities.

Project Start Date:

The proposed start date on the proposal.

Project End Date:

The proposed end date on the proposal.

Anticipated Award Types:

Grant: A type of financial assistance awarded to the University, on behalf of an individual, for the conduct of research or another program as specified in an approved proposal. A grant is used whenever the awarding office anticipates no substantial programmatic involvement with the recipient during the performance of the activities. The statement of work allows the PI some freedom to change emphasis within the general area of work as the project progresses. A grant is a contractual document but does not carry the specific terms and conditions denoted in a "contract."

Contract: A mechanism for procurement of a product or service with specific obligations for both sponsor and recipient. Typically, the sponsor specifies a research topic or a service and the methods for conducting the research/service in detail, although some sponsors award contracts in response to unsolicited proposals. There is an expectation of specific deliverables within a specified time frame. There is generally less flexibility in the method used for carrying out the plan of action. The idea for the project generally originates with the sponsor. If the sponsor is a Federal Agency, the contract is governed by the Federal Acquisitions Regulations (FAR). Contracts may be paid on a fixed price or cost reimbursement basis.

Subcontract: An agreement where a portion of a project's work or funds is transferred to another institution or organization.

Cooperative Agreement: Cooperative Agreements are used when federal sponsors want to retain more active involvement in the conduct of the project. This active oversight may be evidenced by a high level of agency program officials advising on the project direction, more frequent reporting, or anticipated deliverables.

Incoming Subaward: When another institution (pass through entity) receives funding from a sponsor and that institution subawards a portion of the work to Howard University.

Master Agreement: Establishes the terms and scope for a single sponsor to fund multiple research projects over a period.

Action Types:

New: Represents an original funding request made to a sponsor for a proposed project. No prior proposal has been submitted to the sponsor for the proposed project and the sponsor has not previously made an award to support the proposed project.

Non-Competing Continuation: Represents a non-competing application for an additional budget period within a previously approved project period. This proposal type is typically used when the sponsor commits to funding the entire project period but requires the submission of a continuation or progress report to monitor progress.

Preliminary Proposal: Represents a preliminary proposal submitted to the sponsor in order to determine whether a full proposal should be subsequently submitted or to help the sponsor organize a full proposal review.

Renewal: Represents a request for additional funding that is intended to extend, or results in the extension of, a project beyond the originally approved project period.

Resubmission: Represents an application that was previously submitted, but was not funded, and is now being resubmitted for new consideration. A resubmission is generally submitted to make a significant change (e.g., scope of work, budget, facilities, subawards) to a previously submitted proposal not yet funded by the sponsor.

Revision: Represents a request to revise a proposal that is not yet funded but not officially declined (e.g. submission of a revised budget) or an award (e.g. Change of PI).

Supplement: Represents a request for additional funds to support an existing project during the same project period.

Activity Types:

Clinical Trial: The controlled, clinical testing of investigational and/or approved drugs, devices, treatments or diagnostics in human subjects where such testing is performed under a sponsor or investigator-developed protocol covered by an IND or IDE from the FDA. Note: If you select the Activity Type “Clinical Trial”, an entire new “Clinical Trials” section will appear on the proposal form and need to be completed.

Equipment: The acquisition of equipment, including grants of equipment or full or partial funding to enable the purchase of equipment and where the title to such equipment vests with Howard University.

Fellowship: Training or subsistence during training to either graduate students or post-doctoral candidates training in research techniques.

Instruction: The development or enhancement of a curriculum.

Public Service: Consulting or other services, including public services, research services , business services, testing (recharge centers); Interpersonal agreements (IPA); work-for-hire; training to non-Howard University students at outside facilities; independent contractor agreements.

Research-Applied: The systematic use and practical application of findings/theories in studies involving useful products, where such studies are designed to test and/or evaluate practical application of proposed solutions.

Research-Basic: Directed toward research that increases knowledge of the subject being studied. This includes activities that seek to increase the understanding of fundamental phenomena.

Research-Development: Normally follows basic research and attempts to expand the potentialities of new discoveries.

Submission Method:

The Submission Method field indicates the portal through which the proposal will be submitted to the Sponsor.

The submission portals listed in the dropdown menu include:

- Cayuse Proposal (will be implementing at later date)
- Grants.gov Workspace
- NIH ASSITS
- Research.gov

- Sponsor Website
- Email
- Paper
- Other

Submission Date:

The date the proposal will be submitted.

Proposal Abstract:

The abstract of the proposal.

Sponsor:

The entity external to USC to which Howard University submits a proposal, or from which it receives an award.

If you are unable to locate the Sponsor in the dropdown menu, please fill out a ticket in the [Office of Research Ticketing System](#). You will be notified when the Sponsor has been added to the system.

NOTE: Before completing a ticket, ensure that you have spelled out the entire name of the Sponsor and/or specifically searched for some of the major words within the Sponsor name.

Sponsor Deadline Date:

The date of the proposal deadline as identified by the Sponsor.

Funding Opportunity/Sponsor Application No:

The Funding Opportunity Announcement/Solicitation number.

Sponsor Deadline:

The date of the proposal deadline as identified by the Sponsor.

Sponsor Guideline URL:

The URL of the Sponsor's proposal guidelines (if applicable).

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General Proposal Information

Proposal Title*

Lead Administrative Unit*

Project Start Date*Project End Date*

Anticipated Award Type*Action Type*Activity Type*

Submission Method*Submission Date:

Proposal Description or Keywords*Submission Notes

Proposal Abstract*Proposal Abstract*

Sponsor Information

Sponsor*Prime Sponsor (if applicable):Sponsor Deadline*

Sponsor Program:Funding Opportunity/Sponsor Application No*Sponsor Guideline URL:

Sponsor Assistance Listing Number (ALN):

Key Personnel Section

All Howard University PI's and Co-PI's must be entered in this section of the Proposal Record.

Name:

The full name of the Howard University Key Personnel.

Role:

The designated role of the person specified on the project.

Principal Investigator: The Howard University employee responsible for the scientific, technical and administrative conduct of the proposed project.

Co-Principal Investigator: The investigator sharing equal responsibility with the PI for the direction of a sponsored research award.

Investigator: An individual performing various tasks related to the conduct of human subjects research activities, such as obtaining informed consent from subjects, interacting with subjects, and communicating with the IRB etc.

Co-Investigator: An individual who makes significant contributions, but does not have overall responsibility and authority for the project. They are NOT considered PD/PIs.

Fellow: An academic research position in which an individual serves as an independent investigator or under the supervision of a Principal Investigator.

Post-Doctoral Research Assistant: An individual who has received a doctoral degree (or equivalent) and is engaged in a temporary and defined period of mentored advanced training to enhance the professional skills and research independence needed to pursue his or her chosen career path.

Graduate Research Assistant: A graduate student who, in the course of their academic training, is employed in part-time or under a temporary research position, where the student's academic training is based in part on the research performed.

Undergraduate Research Assistant: An undergraduate student who, in the course of their academic training, is employed in part-time or under a temporary research position, where the student's academic training is based in part on the research performed.

All changes save automatic

Proposal Sections	Key Personnel
General Information 14	<p>Starting with the Principal Investigator, identify all Key Personnel who will be working on the proposed project.</p> <p>List the project team members, starting with the Principal Investigator.*</p> <div><div><div>Name *</div><div><input type="text"/></div></div><div><div>Role *</div><div><input type="text"/></div></div></div> <div>Field must not be empty</div> <div><div>Internal Association *</div><div><input type="text"/></div></div> <div><div>+ Add Internal Association</div></div> <div><div>+ Add Team Member</div></div>

Summary Budget Section

The Summary Budget section of the proposal form is where you will reflect summary (i.e. “high-level”) budget information related to the proposal.

Summary Budget

- **Total Project Direct Cost:** The Direct cost being requested from the sponsor for the entire project.
- **Total Project F&A Cost:** The F&A (indirect) cost being requested from the sponsor for the entire project.
- **Total Project Cost:** The Total cost (Direct + F&A) being requested from the sponsor for the entire project.

NOTE: Total Project Direct Cost + the Total Project F&A Cost = Total Project Cost field. You need to ensure that the numbers are correctly added before finalizing the proposal record.

Cost Share:

After entering the budget information, you will be asked if the proposal contains cost-share.

Does the proposal contain cost sharing as a portion of the project or program costs?

- Yes
- No

If “Yes” is selected, the following question will appear:

Cost Share Type

- Mandatory
- Voluntary

Mandatory Cost Share is **required** by the sponsor as a condition of the award and is quantified in the proposal.

Voluntary Cost Share is **not required** by the sponsor but is quantified in the proposal.

You will then be asked to fill out the Cost Share Amounts.

You will need to enter:

- Internal Cost Share Amount
- External Cost Share Amount
- Total Cost Share Amount