

Office Use Only: Date Received by OSP: _____		Date Routing Completed: _____	OSP ID: _____
Direct costs Amt: _____		Bradley Cost Share: _____	
ICR used: <input type="checkbox"/> Bradley <input type="checkbox"/> Other: _____		Indirect costs Amt: _____	
Student costs requested: _____		Total Requested: _____	

SPONSORED PROGRAM TRANSMITTAL FORM

Please complete this form as fully as possible and follow the routing procedures as described on Page 2. Pages 3-4 contain more information about specific elements of this form. Contact OSP if you have any questions about completing any element of this form.

1. **Principal Investigator(s)/Project Director(s):** List all BRADLEY faculty/staff identified as key personnel in the proposal:

Name	Dept./Office	College	Center/Institute	Time Committed (see page 3)

2. **Current and Pending Support:** Check here if any PIs/PDs have OTHER current or pending sponsored projects including internally funded projects and attach a completed current and pending support form for each PI/PD. (see page 4)

3. **Title of Project/Proposal:** _____

4. **Proposed Project Period:** Start Date: _____ End Date: _____

5. **Proposal Type:** New Project: Continuation of/Supplement to Grant/Contract: _____

6. **Submission Deadline:** Must be Received or Postmarked by this date: _____

7. **Project Sponsor:** _____

8. **Funder Type:** Federal State/Local Govt. Private Found. Bus/Corp Other: specify: _____

9. **Proposal Guidelines are attached OR can be accessed at:** _____

10. **INDIRECT COST RECOVERY DISTRIBUTION FORMULA:** (See page 3 and select the appropriate formula):

- Formula A: a Center/Institute is NOT involved
- Formula B: a Center/Institute embedded in an academic department is involved
- Formula C: a Center/Institute embedded in a college (but not in an academic department of that college) is involved
- Formula D: A Center/Institute not embedded in a college or academic department is involved

11. **SIGNIFICANT FINANCIAL INTEREST:** (See page 3; select all that apply): By signing this form, the PIs/PDs involved attest that:

- I have read and understand Bradley's Sponsored Programs Significant Financial Interest Policy
- I have completed COI training (either through CITI or the OSP COI manual) within the last four years
- I have submitted an SFI Disclosure Form with OSP within the last year AND I have nothing new to disclose.

12. **INTELLECTUAL PROPERTY:** (See page 3):

By signing this form, the PIs/PDs agree(s) to assign and transfer and hereby does assign and transfer intellectual property conceived or reduced to practice **through federal funding support** to Bradley University.

13. **Human subjects/Animal specimens are involved:** IRB/IACUC Documentation is required prior to an award

14. **An external audit is required:** Budget includes funds to cover audit cost

15. **Graduate assistants are involved:** Stipend budgeted Tuition budgeted: *If full cost is not covered, indicate source of BU funds committed to cover costs:*

Amount committed	Source	Authorizing signature

16. **Significant library or computing services/resources OR Capital improvement, space renovation, or other non-standard infrastructure are involved** (additional signatures/approvals may be required).

17. **Indirect Costs are:** Allowed Not Allowed Limited--indicate allowed rate: _____ and base: _____

18. **Extra compensation** is requested for any member of the faculty and/or staff

19. **Released time:** (See page 3) complete if faculty are to be released from teaching responsibilities /other duties for the project.

Name	Dept.	Semester	Agency %	Bradley % Cost Sharing		Authorized Signature
				Committed	Requested	

20. **Other Cost Sharing:** (See page 3) Complete if BU or another party is required to cover expenses associated with the project.

Description	Type (in-kind or cash)	Budget Source	Amount/Value	Authorized Signature

ROUTING PROCEDURES:

Before submission of any grant or contract, the Principal Investigator/Project Director must complete this form, sign, and obtain signatures of authorizers for ALL Bradley key personnel.

Send this form to OSP (Kaufman Building) **no less than 5 business days** before the submission deadline. **Please Note:** while OSP and the Controller's Office strive to be as efficient in a full review of proposal materials as possible, failure to submit materials to OSP no less than 5 business days before the submission deadline may result in insufficient time for a full review, meaning you will not be able to submit your proposal/request by the deadline.)

Along with this form, please attach:

- A copy of the request for proposals or other proposal preparation guidelines
- A full copy of the proposal and proposal budget AS IT WILL BE SUBMITTED TO THE EXTERNAL ENTITY
- Current and Pending Support Forms for PIs/PDs receiving other funding support from external entities
- Supporting documentation such as a written justification for requested released time or IACUC/CUSHR approval if available (IACUC/CUSHR approval is required before an award can be executed).

Once routing is complete, OSP will contact the PI/PD who will then be responsible for submitting the proposal/request to the funding entity. For submissions through Fastlane, Grants.gov, or another system requiring authorized organizational signature, the PI/PD will inform OSP of the submission to coordinate validation and approval in the online system.

APPROVALS: Secure signatures from those authorized to approve the project proposal – not all lines will be used

Approvals:	Signatures <i>(collect in the following order)</i>	Date
Principal Investigator/Project Director #1		
Dept. Chair/Division Director		
Center/Institute Director*		
Dean		
Principal Investigator/Project Director #2		
Dept. Chair/Division Director		
Center/Institute Director*		
Dean		
Principal Investigator/Project Director #3		
Dept. Chair/Division Director		
Center/Institute Director*		
Dean		
Principal Investigator/Project Director #4		
Dept. Chair/Division Director		
Center/Institute Director*		
Dean		
Provost**		
Director of Corporate/Found. Relations***		
Office of Sponsored Programs		
Controller		

* **Secure a signature ONLY when a Center/Institute is involved in the grant or contract**

** **Secure a signature ONLY when the department/unit involved is NOT under the purview of a College Dean**

*** **Secure a signature ONLY when the grant or contract is being requested of a private Foundation**

Additional Information about Specific Transmittal Form Elements:

TIME COMMITTED: Indicate the time each PI/PD is committing to THIS proposed project. For PIs/PDs with 9 or 10 month contracts, this will most likely be represented as number of Person Months or Summer Months committed OR as the number of extra compensation hours committed (up to 8 per week during the academic year is permissible). IF time committed is within contracted time, indicate the percentage of contracted time (release time or otherwise) committed to the project.

INDIRECT COST RECOVERY DISTRIBUTION: Please review the Indirect Cost Recovery Sharing Policy on the OSP Web Site, and then select the appropriate Formula to apply to this proposal/request.

Formula A: A Center/Institute is NOT involved in the grant/contract:

ICR Generator	ICR Share
University	50%
Office of Sponsored Programs	10%
College	10%
Department/Division	25%
Principal Investigator/Project Director	5%

Formula B: A Center/Institute embedded in an academic department is involved in the grant/contract:

ICR Generator	ICR Share
University	50%
Office of Sponsored Programs	10%
Department/Division	20%
Center/Institute	15%
Principal Investigator/Project Director	5%

Formula C: A Center/Institute embedded in a college (but not an academic department of that college) is involved in the grant/contract:

ICR Generator	ICR Share
University	50%
Office of Sponsored Programs	10%
College	10%
Center/Institute	25%
Principal Investigator/Project Director	5%

Formula D: A Center/Institute not embedded in a college or academic department is involved in the grant/contract:

ICR Generator	ICR Share
University	50%
Office of Sponsored Programs	10%
Center/Institute	35%
Principal Investigator/Project Director	5%

SIGNIFICANT FINANCIAL INTEREST: Please review the Bradley University Sponsored Programs Significant Financial Interest Policy available on the [Office of Sponsored Programs Website](#) for more information on completing this section of the transmittal form.

INTELLECTUAL PROPERTY: According to the Bayh-Dole Act, intellectual property conceived or reduced to practice through federal funding support is by law under the ownership of the institution receiving the federal funding support. Please talk with the Office of Sponsored Programs if you have any questions about this requirement. This condition on the transmittal form only pertains to PIs/PDs submitting proposals to federal funding sources.

RELEASED TIME: Check this box if faculty are to be released from teaching responsibilities/other duties to conduct the project. A normal teaching load is 12 hours/semester. One course release is equivalent to one quarter (25%)/semester.

Agency % -- provide the percentage of released time requested from the agency

Bradley % Cost-Sharing – If any, provide the percentage of time that Bradley University will be funding:

Committed: Indicate the Bradley % here if the requested released time is currently committed by the dept/college.

Requested: Indicate the Bradley % here to request that the University to provide new/additional released time.

Authorized Signature: If the University is being asked to fund part or all of the requested released-time, the signature of the individual with authority to approve and make such expenditures is required.

OTHER COST SHARING: Check this box if Bradley or another party will be required to contribute to the expenses associated with the project in the form of either cash or in-kind contributions. Such contributions must be itemized in the chart, with the budget source and the signature of the individual with authority to approve and make such expenditures.

- If the listed expenses will be met with **currently budgeted funds**, please indicate this in the Budget Source column. Examples would be matching funds required for the purchase of equipment and materials/supplies, travel, graduate student stipends and tuition (even if such funds are already assigned to the department), and already budgeted personnel time such as technicians, computer personnel, consultants and clerical staff.
- Costs that are associated with **indirect cost recovery** (such as equipment maintenance or utilities costs) may not be listed as cost-sharing. Faculty released time should NOT be included as other cost-sharing.
- If matching funds cannot be met from available resources and **require establishing a new account or an increase in allocated funding** of a university account, a detailed written explanation must be included.
- **Federal funds** cannot be used to match federal funds.

CURRENT AND PENDING SUPPORT: Provide current and pending support information for each PI/PD involved that has time committed to any other current or pending supported projects INCLUDING time committed to projects supported through internally-awarded competitive grants or awards (REC, Special Emphasis, or other competitive University, College, or Departmental grants/awards for specific projects). You may use the template below or another format. Attach additional pages as necessary.

PI/PD Name:			
Type of Support:	<input type="checkbox"/> Current	<input type="checkbox"/> Pending	<input type="checkbox"/> Submission planned in near future <input type="checkbox"/> Transfer of support
Project/Proposal Title:			
Source of Support:		Start Date:	End Date:
Total Award Amount:			
Type and Amount of Time Committed to the project:			
_____ # Person Months	_____ # Summer Months	_____ # extra hours	_____ % of contracted time (release or otherwise)

PI/PD Name:			
Support:	<input type="checkbox"/> Current	<input type="checkbox"/> Pending	<input type="checkbox"/> Submission planned in near future <input type="checkbox"/> Transfer of support
Project/Proposal Title:			
Source of Support:		Start Date:	End Date:
Total Award Amount:			
Type and Amount of Time Committed to the project:			
_____ # Person Months	_____ # Summer Months	_____ # extra hours	_____ % of contracted time (release or otherwise)

PI/PD Name:			
Support:	<input type="checkbox"/> Current	<input type="checkbox"/> Pending	<input type="checkbox"/> Submission planned in near future <input type="checkbox"/> Transfer of support
Project/Proposal Title:			
Source of Support:		Start Date:	End Date:
Total Award Amount:			
Type and Amount of Time Committed to the project:			
_____ # Person Months	_____ # Summer Months	_____ # extra hours	_____ % of contracted time (release or otherwise)

PI/PD Name:			
Support:	<input type="checkbox"/> Current	<input type="checkbox"/> Pending	<input type="checkbox"/> Submission planned in near future <input type="checkbox"/> Transfer of support
Project/Proposal Title:			
Source of Support:		Start Date:	End Date:
Total Award Amount:			
Type and Amount of Time Committed to the project:			
_____ # Person Months	_____ # Summer Months	_____ # extra hours	_____ % of contracted time (release or otherwise)