The University of Scranton

Office of Research Support and Sponsored Programs

**Externally Funded Projects Approval (EFPA) Form**

**Complete the fillable form and forward to Meg Hambrose in ORSSP at least 5 working business days before agency deadline.** Proposals submitted less than 5 business days prior to the agency deadline will not be accepted and will not be forwarded to the University administration for approval and may not be submitted to an external agency.

**Principal Investigator Complete Items 1-9 and provide electronic Signatures**

1. **Submission Due Date:** Click or tap to enter a date.
2. **Title of Project:** Click or tap here to enter text.
3. **Project Start Date:** Click or tap to enter a date. **Project End Date:** Click or tap to enter a date.
4. **Agency Name:** Click or tap here to enter text.
5. **Link to Request for Proposal:** Click or tap here to enter text.

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| --- |
| 1. **Principal Investigators/Program Director - University of Scranton employees only**
 |
| PI/PD Name: Click or tap here to enter text. | R#: Click or tap here to enter text. | Department: Click or tap here to enter text. |
| Co-PI/PD Name: Click or tap here to enter text. | R#: Click or tap here to enter text. | Department: Click or tap here to enter text. |
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| Co-PI/PD Name: Click or tap here to enter text. | R#: Click or tap here to enter text. | Department: Click or tap here to enter text. |

1. Will UofS be issuing any sub-awards to outside agencies/institution? **YES**[ ]  **NO**[ ]

**If yes, Complete:**

Sub-awardee organization name: Click or tap here to enter text.

Contact person (name and email): Click or tap here to enter text.

1. Will the PI/PD or Co-PI/PD(s) be requesting release time? **Faculty (choose Y/N) YES**[ ]  **NO**[ ]

 **Staff only N/A** [ ]

**If yes, document name(s) and credits requesting:**

Click or tap here to enter text.

1. **Ethics and Compliance- Each Question must be checked with a YES or NO.**
2. **Institutional Review Board (IRB):** Does your project involve research with human subjects? **YES**[ ]  **NO**[ ]

*If yes, it is the PI’s responsibility to submit protocol(s) for IRB review*

1. **Institutional Animal Care and Use Committee (IACUC):** Does your project involve **YES**[ ]  **NO**[ ]

Research using animals?

*If yes, it is the PI’s responsibility to submit protocol(s) for IACUC review*

1. **Institutional Biosafety (IBC):** Does your project involve chemical carcinogens, **YES**[ ]  **NO**[ ]

biohazardous or infectious agents?

*If yes, it is the PI’s responsibility to submit protocol(s) for IBC review*

1. **Radioactive Materials:** Does your project involve radioactive materials? **YES**[ ]  **NO**[ ]

*If yes, it is the PI’s responsibility to submit protocol(s) to the Radiation Safety Committee*

1. **Financial Conflict of Interest FCOI):** Do PI(s), their spouses/partners, or their **YES**[ ]  **NO**[ ]

Immediate family/household members have a financial conflict of interest with the proposed project?

*Financial conflicts of interest include salary (outside of salary for grant project) or any other payments for services, equity interests, intellectual property rights, or financial interest held by PI(s), their spouse/partners, their immediate family/household members, or organizations affiliated by these stakeholders that would reasonably appear to be affected by the activities funded or proposed for funding.*

1. **Responsible Conduct of Research (RCR Training):** Does your project include **YES**[ ]  **NO**[ ]

compensation for undergraduate or graduate students and/or faculty/staff?

*If yes, RCR training on CITI must be completed for each person compensated.*

**SIGNATURES FOR PI/PD(S) AND CO-PI/PD(S):** To the best of my knowledge, the proposed project conforms to all University of Scranton policies, ethical principles of my profession, and policies of the sponsor.

**PI/PD:** Click or tap here to enter text. **Date:** Click or tap to enter a date.

**Co-PI/PD:** Click or tap here to enter text. **Date:** Click or tap to enter a date.

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**ORSSP Complete Items 10-14**

1. **Agency Type:** Click or tap here to enter text.
2. **Program Title:** Click or tap here to enter text.
3. Total **Funds requested** from funding agency: Click or tap here to enter text.
4. Facilities & Administration (F&A) cost rate included in budget: **YES**[ ]  **NO**[ ]

Total F&A Costs included in budget: Click or tap here to enter text.

Explain variance to the University of Scranton’s F&A Rate

 Click or tap here to enter text.

1. Does the project include match **REQUIRED** by the funding agency? **YES**[ ]  **NO**[ ]

|  |  |  |  |
| --- | --- | --- | --- |
| **Match Amount** | **Match Type** | **Description** | **If cash, who will provide** |
| Click or tap here to enter text. | [ ] Cash [ ] Non-cash | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | [ ] Cash [ ] Non-cash | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | [ ] Cash [ ] Non-cash | Click or tap here to enter text. | Click or tap here to enter text. |

**Compliance Review:**

The proposed project/contract complies with University of Scranton policies, applicable Federal, State, and local regulations and policies of the sponsor.

**Grants Manager:**

Meg Hambrose **Date:** Click or tap to enter a date.

**Administrative Approvals** (obtained via email)**:**

**Provost: Michelle Maldonado, Ph.D. Date:** Click or tap to enter a date.

**Sr. VP for Finance & Admin: Edward J. Steinmetz, Jr. Date:** Click or tap to enter a date.

**Dean:** Choose an item. **Date:** Click or tap to enter a date.

**Department Chair/VP:** Click or tap here to enter text. **Date:** Click or tap to enter a date.