

Office of Sponsored Programs

PROPOSAL PERMISSION AND INTERNAL EARLY ALERT FORM

This completed *Proposal Permission and Internal Early Alert Form* is required by the Office of Sponsored Programs (OSP) for everyone (faculty member, students, and staff) that submits a proposal to an external funding agency. The *Proposal Permission and Internal Early Alert Form* captures vital data and information that is used to manage and provide reports of the institutional research enterprise. It also serves as the method to coordinate, and document campus-based resources needed in the proposed research projects, and acts as a checklist to ensure compliance obligations. The Office of University Research (OUR) also reviews the routing form and proposal documents to ensure that the proposed work is in line with the University's intellectual and academic objectives. The form is used entirely for the internal proposal review and is never transmitted to a sponsor or outside agency.

PERMISSION BLOCK

The first section of this form is the Permission Block and must be completed and signed by the Principal Investigator, the Department Chair or Department Head, Dean of the School, or Vice President, and submitted to the Office of Sponsored Programs at least **30 days** prior to the sponsor submission deadline.

Principal Investigator/Project Director

Name: _____ Position: _____

Department: _____

Email Address: _____ Telephone Number: _____

Proposed other UDC key personnel: _____

Proposal Information

Title of Project: _____

Submission Deadline: _____ Performance Dates Start: _____ End: _____

Anticipated Budget

Direct Costs: \$ _____ Indirect Costs: \$ _____ Total Costs: \$ _____

Award Mechanism

<input type="checkbox"/>
<input type="checkbox"/>

Grant

Cooperative Agreement

<input type="checkbox"/>
<input type="checkbox"/>

Contract

IPA

<input type="checkbox"/>
<input type="checkbox"/>

Subcontract

Other

Type of Submission

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

New

Competing Renewal

Letter of Intent

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Continuation

Supplement

Other

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Resubmission

Limited

Type of Research
☐ Basic Research
☐ Instruction/Training

☐ Applied Research
☐ Fellowship

☐ Development Research
☐ Other
Collaborations

	Yes/No
Is this a collaborative proposal with another institution/organization/agency? If yes, identity entity:	
Will this proposal be considered as a sub-award to an external institution? If yes, provide the name of the lead institution.	
Does this proposal involve international collaborations or international travel?	
Does UDC propose to have a subaward as the prime organization?	

Sponsor and Program Information

Sponsor/Funding Agency Name: _____

Type of Sponsor
☐ Federal

 ☐ Private

 ☐ DC Government

Program Name _____

Program Number or Solicitation link _____

Anticipated Institutional Resources and Support

	YES / NO
Is cost-share, matching, or in-kind contribution from UDC required? If yes, please complete a <i>Proposal Permission Supplement</i> form.	
Does the sponsor require an F&A (indirect) cost rate lower than UDC's federally negotiated indirect cost rate (52% on-campus; 26% off-campus)?	
Is release time for faculty members being requested during the academic year? If yes, please complete a <i>Proposal Permission Supplement</i> form.	
Does the proposed project anticipate funding additional instructional and/or non-instructional personnel positions?	
Does the project involve the addition or modification of facilities (e.g. renovation or reassignment of laboratory, classroom, or office space)?	
Does the proposed project require the use of existing, unallocated space?	
Does the proposed project have technology or procurement expenditures (major equipment or any purchasing contracts)?	
Will the project require extensive technology services and support?	
Does the proposed project involve research compliance (activities that conform to federal and state laws and institutional regulations)? If yes, which area?	
<input type="checkbox"/> Human Subjects (IRB)	<input type="checkbox"/> Vertebrate Animals (IACUC)
<input type="checkbox"/> Hazardous Materials	<input type="checkbox"/> Export Controls
<input type="checkbox"/> Recombinant DNA	

Description of Project

Please attach a one-page summary or abstract of the proposed work to be performed. If this application is an external subaward, please provide a statement of work for the proposed work to be performed by the University of the District of Columbia.

Signatures below constitute concurrence with and/or approval of all matters addressed in this proposal review. PI signature certifies that 1) the information submitted on the routing form and within the application is true, complete, and accurate to the best of the PI's knowledge; 2) that any false, fictitious, or fraudulent statements or claims may subject the PI to criminal, civil, or administrative penalties; and 3) that the PI agrees to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of the application. The Chair and Dean's signature certifies that this proposed project is 1) consistent with the educational and research objectives of the department, college, and University; and 2) acknowledges concurrence with the UDC resource commitments.

Title	Name	Signature	Date
Principal Investigator			
Department Chair/Head			
Dean/Vice President			

EARLY ALERT NOTIFICATION BLOCK

The Internal Alert Notification block is completed if the PI/PD responded YES to questions in the *Anticipated Institutional Resources* section. The Internal Alert Notification process is very important to the proposal process and is vital to successfully managing a grant once awarded. The PI/PD is responsible for securing all necessary signatures. The Internal Alert Notification block is used for internal units to acknowledge the proposed use of UDC resources, relevant to their areas. Internal units make inquiries about proposal needs.

Signatures below constitute concurrence that the internal units acknowledged the proposed use of UDC resources, relevant to their areas.

Title	Name	Signature	Date
Chief Financial Officer			
Director, Office of Contracting and Procurement			
Director, Institutional Review Board			
Vice President of Facilities and Real Estate Management			
Vice President of Human Resources			
Vice President of Information Technology			

REVIEWED AND APPROVED FOR THE UNIVERSITY OF THE DISTRICT OF COLUMBIA

Statement of Administrative Officers. This proposed project is consistent with the educational and research objectives of the University. Signatures below 1) acknowledge concurrence with the UDC resource commitments as described above, and 2) provide approval for the PI/PD to submit the proposal to the proposed sponsoring/funding agency.

Title	Name	Signature	Date
Director, Office of Sponsored Programs	Laura-Lee Davidson		
Vice President of Research	Victor R. McCrary		
Chief Academic Officer	Lawrence T. Potter, Jr.		