

**WPI PROPOSAL COORDINATION FORM**

Proposal No. \_\_\_\_\_

**INVESTIGATOR PROFILE & PROPOSAL SUMMARY**

1. Principal Investigator		2. E-mail Address	3. Phone	4. Fax	5. Dept.	6. Deadline Date
7. Co-Principal Investigator(s)				8. Proposed Project Period (Dates) From: _____ To: _____		
9. Proposal Title						
10. Prop. Type <input type="checkbox"/> Pre-proposal <input type="checkbox"/> New Proposal <input type="checkbox"/> Continuation <input type="checkbox"/> Competing Renewal <input type="checkbox"/> Supplement						
11. WPI Sponsor				12. Prime Sponsor, If Subcontract Proposal		
13. Direct Costs	14. Indirect Costs	15. Total Costs	16. Ind. Cost Rate	17. Cost Sharing? <input type="checkbox"/> Yes <input type="checkbox"/> No	18. Cost Sharing Amount	

**SPECIAL CONSIDERATIONS**

19. Please check the appropriate box(es) if this proposal includes any of the items listed below:

- |  |  |
|--|--|
| <input type="checkbox"/> Human Subjects (Approval Date: _____ )                      | <input type="checkbox"/> Graduate Research Assistants (M.S. or Ph.D? _____ ) |
| <input type="checkbox"/> Animals (Approval Date: _____ )                             | <input type="checkbox"/> Additional Non-student Personnel                    |
| <input type="checkbox"/> Hazardous Materials (Type: _____ )                          | <input type="checkbox"/> Consultant(s) and/or Subcontractor(s)               |
| <input type="checkbox"/> Additional space, renovations or alterations                | <input type="checkbox"/> Academic year faculty salary budgeted               |
| <input type="checkbox"/> Confidential/proprietary information (label proposal pages) | <input type="checkbox"/> Purchase of equipment                               |
| <input type="checkbox"/> Use of WPI spec. service facility/in-house service shops    | <input type="checkbox"/> Interdisciplinary Research Area proposal?           |

**CONFLICT OF INTEREST**

I hereby certify by my signature as principal investigator below that I have read the WPI Conflict of Interest Policy and that (check one below):

- to the best of my knowledge, no disclosure(s) of an actual or potential conflict of interest is/are required in connection with this proposal, or
- a disclosure is required and a completed WPI Academic Staff Conflict of Interest Disclosure is attached.

**(Note: A completed WPI Academic Staff Conflict of Interest Disclosure is required for all key personnel on NSF & NIH proposals.)**

**DEPARTMENTAL ENDORSEMENTS**

**By signing below, the Principal Investigator and Department Head are endorsing the submission of this proposal on behalf of WPI and in accordance with University policy and applicable sponsor guidelines and conditions, if any.**

Principal Investigator: \_\_\_\_\_ Department Head: \_\_\_\_\_

**FOR RESEARCH ADMINISTRATION USE ONLY**

Cost Sharing Verification - Indicate whether cost sharing is mandatory:  Yes  No Check If Sponsor I.C. Maximum

Departmental:	Type _____	Fund/Org _____	Amount _____
	Type _____	Fund/Org _____	Amount _____
Provost Office:	Type _____	Fund/Org _____	Amount _____
	Type _____	Fund/Org _____	Amount _____
	Type _____	Fund/Org _____	Amount _____

Sponsor Type: \_\_\_\_\_ Program Type: \_\_\_\_\_ Special Program: \_\_\_\_\_

Reviewer Notes:

Institutional Approval by: \_\_\_\_\_ Date: \_\_\_\_\_

## OFFICE OF RESEARCH ADMINISTRATION

### Instructions for Completing the WPI Proposal Coordination Form

A completed and approved WPI Proposal Coordination Form is required as part of the proposal review process. Please follow the instructions below and attach this form to each proposal to be submitted.

1. Indicate full name of principal investigator/project director.
2. Provide complete WPI electronic mail address.
3. List primary WPI office telephone extension.
4. List primary WPI departmental facsimile extension.
5. Indicate primary departmental affiliation in connection with the proposal being submitted.
6. Indicate sponsor-imposed deadline date, if any.
7. List any WPI co-principal investigators to be given credit for their participation in the proposal activity. If the proposal involves faculty and/or resources from other departments, approval will be required for each. Do not list any consultants or collaborators from subcontractor institutions.
8. Provide the requested project start and end dates.
9. Indicate the program title exactly as it appears in the proposal.
10. Indicate the type of proposal being submitted (pre-proposal, new, continuation, etc.)
11. Provide the complete name of the sponsor to which the proposal is to be submitted.
12. Provide the name or acronym of the prime sponsor if the proposal is a subcontract proposal.
13. Indicate the amount of direct costs to be requested.
14. Indicate the amount of indirect costs to be requested.
15. Indicate the total proposal dollar amount.
16. Indicate the indirect cost rate used in the budget calculation.
17. Indicate whether the proposal includes any cost sharing.
18. Indicate the total amount of cost sharing requested from all sources.
19. Provide information for each special consideration included in the proposal and address the following issues as part of the proposal submission process:
  - a. Submit human subjects protocol to the Institutional Review Board (IRB) for review & approval.
  - b. Submit vertebrate animal protocol to the Institutional Animal Care & Use Committee (IACUC) for review & approval.
  - c. If hazardous materials are to be used or hazardous wastes will be generated, consult with the Safety Office prior to beginning your project.
  - d. Department head(s) should be advised of implications for the department in the event the proposal is funded, including space needs, hiring needs, required alterations/renovations of facilities, and reallocation of academic year effort.
  - e. Confidential/proprietary information included in the proposal should be appropriately marked.
  - f. Use of research assistance require budgeting for stipends, tuition, and indirect costs.
  - g. Use of University facilities and/or in-house shops require budgeting at current rates.
  - h. Use of consultants and/or subcontractor organizations normally require a letter of intent, budget, and scope of work.

**Conflict of Interest** - check the appropriate box and attach a completed WPI Academic Staff Conflict of Interest Disclosure, if required. On NSF and NIH proposals, a completed WPI Academic Staff Conflict of Interest Disclosure is required for all other key personnel listed on the proposal.

**Departmental Endorsements** - Obtain both the principal investigator and department head's signature as endorsement and approval of the proposal submission. Proposals involving faculty and/or resources from other departments require the approval of each department involved in the program.

For hard copy proposals, please submit the completed and approved Proposal Coordination Form plus one original and one copy of the proposal to ORA three (3) days prior to the date on which the proposal must leave the University. ORA cannot guarantee proper review and/or approval of proposals on which this recommended process and lead time have not been observed.

Please feel free to contact ORA at extension 5359 with any questions regarding the completion of the Proposal Coordination Form or the proposal submission process.