



Proposal Summary Form

The Office of Sponsored Programs (OSP) is pleased to work with faculty on proposals for external funding and is committed to providing high quality support. It is important that you contact us two months prior to the sponsor due date for proposal preparation and processing.

- **Proposal preparation:** OSP provides expert assistance with all aspects of proposal preparation, including budget. Working together, it will take about six weeks to complete this process.
- **Proposal processing:** Final drafts of proposals are due in OSP 10 business days prior to the sponsor due date for internal review and approval and completion of the electronic submission process to the sponsor.

To contact OSP, please e-mail Kathleen Redmond at redmoka@emmanuel.edu, or call 617-735-9323.

Investigator Information

Principal Investigator	Department	E-Mail Address	Phone Number
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Co- Principal Investigator	Department	E-Mail Address	Phone Number
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Proposal Information

Project Title

Brief Description

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Requested Project Start and End Dates

Sponsor

Sponsor Contact Information

Program Announcement/Solicitation #

Catalog of Federal Domestic Assistance # (OSP will complete, if applicable)

Due Date at Sponsor

Budget & Operating Information

	First Budget Period	Cost-Sharing	Total Budget Period	Total Cost-Sharing
Personnel				
Benefits				
Supplies				
Equipment				
Travel				
F&A (Indirect) Costs				
Total Project Costs				

Facilities & Administrative (F&A) Costs Rate

Emmanuel College's F&A rate, also known as indirect costs, is 56% applied to a base of salaries and operating costs.

What are the F&A rate and base used in this proposal

If this sponsor does not pay full F&A, please indicate rate and base proposed here

Cost-Sharing

Is cost sharing required by this sponsor? Yes No

If so, please describe:

Please identify source(s) of cost-sharing

Space

Please identify space - on and off-campus - where this project will be performed:

Staffing

Are new staff required for this project? Yes No

If so, please identify position(s) and source(s) of funding:

Faculty Released Time

Will you be requesting a reduced teaching load in order to perform this work? Yes No

Released time requires the approval of your Department Chair.

Research Compliance

Does this project involve research with human subjects? Yes No

If so, please provide date of CPHPR approval or notification:

Does this project involve research with animal subjects? Yes No

If so, please provide date of IACUC approval or notification:

Does this project involve recombinant DNA? Yes No

If so, please provide date of Institutional Biosafety Committee approval or notification:

Does this project involve the use of hazardous chemicals and materials? Yes No

If so, please provide date of notification and Institutional Biosafety Committee approval or notification:

Will this project require any export-controlled information or proprietary information to be received on campus? Yes No

If so, please explain:

Are there any potential real or perceived conflicts of interest associated with this project? Yes No

If so, please inform your Department Chair in real time and describe in your annual Faculty Report on Outside Professional Activities.

For NIH and NSF proposals, please indicate the date the required Financial Disclosure was made online:

Investigator Approval & Certification

My signature confirms my review of this proposal. It also certifies that:

- The information submitted within this application is true, complete and accurate to the best of my knowledge;
- Any known false, fictitious, or fraudulent statements or claims may subject me – as the PI or Co-PI - to criminal, civil or administrative penalties;
- I agree to accept responsibility for the scientific conduct of the project and to provide the required progress reports if an award is made as a result of this application.

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Principal Investigator

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Co-Principal Investigator

Institutional Approvals

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Department Chair

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Office of Sponsored Programs

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Vice President of Academic Affairs

Please print, sign and submit to the Office of Sponsored Programs.