

FOR OSP USE ONLY:

Approved _____

Date _____

Proposal Transmittal Form

Boston College • Office for Sponsored Programs

1. Proposal Information

Principal Investigator: _____

Phone _____

Email _____

Department/School: _____

Department ID No: _____

Bldg/Rm _____

Other Boston College Key Personnel (provide a Conflict of Interest Disclosure for all BC Key Personnel):

Name: _____

Dept./School: _____

Role: Select One

Name: _____

Dept./School: _____

Role: Select One

Name: _____

Dept./School: _____

Role: Select One

Name: _____

Dept./School: _____

Role: Select One

Proposal Title: _____

Purpose: Select OneType: Select One

*Current BC Project ID: _____

Start Date: _____

End Date: _____

Sponsor: _____

Prime Sponsor: _____

Solicitation/CFDA No.: _____

Deadline: _____

☐ Electronic submission**2. Budget**

First Year Budget		
	Total Direct Costs	
+	F&A (Indirect) Costs	
=	Total Sponsor Request	\$0
+	Total Cost-Sharing*	
=	Total Proposal Value	\$0

Project Period Budget		
	Total Direct Costs	
+	F&A (Indirect) Costs	
=	Total Sponsor Request	\$0
+	Total Cost-Sharing*	
=	Total Proposal Value	\$0

Applied Rates	
Fringe	Exempt FB
	Non-Exempt FB
	Part-Time FB
F & A	
	Indirect/FA

*If Cost-Sharing is required, complete the cost-sharing section on Page 2.

If Other F&A: _____ %

3. Administrative and Policy Concerns:☐ Human Subjects*☐ Animals*☐ Information Technology*

*If checked, the required review and approval by the relevant University committee(s) has been or will be obtained as required by the policies of the funding sponsor and the University.

☐ Hazardous Materials**☐ Radioactive Materials**☐ Faculty Buy-out**☐ Select Agents**☐ Toxic Substance Control Act**☐ Subrecipient Organizations**☐ Recombinant DNA**☐ Export Controls**☐ Required Cost-Sharing**☐ Biological Agents**☐ New or Modified Space**☐ Requested/Required F&A Waiver**

**If checked, please elaborate in the appropriate section of Page 2.

4. APPROVALS:

My signature below attests that I have reviewed the attached proposal and that I have read and agreed to the policies and commitments described on page 3.

The information submitted within the application is true, complete, and accurate to the best of my knowledge.

Principal Investigator	Date	Department Chair	Date	Dean	Date
Co-Principal Investigator	Date	Department Chair	Date	Dean	Date
				Vice Provost for Research	Date

The completed proposal must be submitted to OSP **five (5) days** in advance of the sponsor's receipt deadline. No substantial changes may be made to the proposal subsequent to obtaining the required approvals.

COMPLETE THE FOLLOWING SECTIONS AS INDICATED IN ADMINISTRATIVE AND POLICY CONCERNS (PG. 1):

Recombinant DNA and/or Biological Agents

Please list all agents with associated BL ratings greater than "1." If you plan to use agents with a rating of "2" or greater, contact the University's Office of Environmental Health and Safety and the Chair of the University's Institutional Biosafety Committee.

Agent	BL Rating

Hazardous and Radioactive Materials

Please check/list the materials to be used:

<input type="checkbox"/> Lasers	<input type="checkbox"/> Ionizing Radiation
<input type="checkbox"/> Non-Ionizing Radiation	<input type="checkbox"/> Electromagnetic Radiation
<input type="checkbox"/> Radio-frequency Radiation	<input type="checkbox"/> Personal Protection Equipment
<input type="checkbox"/> Linear Accelerators	<input type="checkbox"/> Microwaves
<input type="checkbox"/> Magnetic Fields	<input type="checkbox"/> Explosive Materials
<input type="checkbox"/> Carcinogenic Materials	<input type="checkbox"/> Toxic Materials
<input type="checkbox"/> Other:	

Toxic Substance Control Act

The research and development exemption will not apply to compounds being used for non-commercial research and development purposes. More information on the Toxic Substance Control Act can be obtained via the following website: <http://www.epa.gov/Region5/defs/html/tsca.htm> The EHS website is: <http://www.bc.edu/offices/facilities/ehs.html>.

Export Controls

Have any of the following subjects arisen in any form?

- ☐ Export controls ☐ Publication restrictions ☐ Restrictions on using foreign nationals

Will your project involve any of the following?

- ☐ An agreement or collaboration with any foreign entity or foreign national person, or employment of foreign nationals
☐ Shipment of equipment, materials, or data outside the U.S.
☐ Foreign travel
☐ Proprietary or confidential information or materials from the sponsor or any third party

Faculty Buy-out

Based on a six-unit academic year, specify units of buyout for each faculty member by year:

Faculty Member	Units of Buyout and Amount				
	Y1	Y2	Y3	Y4	Y5
	#, \$	#, \$	#, \$	#, \$	#, \$
	#, \$	#, \$	#, \$	#, \$	#, \$
	#, \$	#, \$	#, \$	#, \$	#, \$
	#, \$	#, \$	#, \$	#, \$	#, \$

Notes: Please note deviations from the 1/6 rule here.

New or Modified Space

Type of Space: Select One

Reason for New/Modified Space: Select One

Additional Comments:

Subrecipient Organizations

Include Letters of commitment from each of the subrecipient organizations

Subrecipient Organization	Amount of Proposed Subaward/Subcontract

Cost-Sharing

Please identify specific source of funds (enter complete chartfield string) and purpose (i.e. salary, equipment):

Dept ID	Fund	Fund Source	Program	Function	Account	Property	Amount	Purpose

Signatures on page 1 of the transmittal form indicate approval of the budgetary authority for cost-sharing described above. Third party or in-kind contributions must be verified in a letter of commitment from the contributor.

Requested/Required F&A Waiver

Reduced F&A rates must be documented in the policy of the sponsor or approved by the Vice Provost for Research.

If a full or partial waiver of F&A costs is requested from the VPR please briefly justify the request below:

1. Proposal Information

Research – a systematic investigation designed to develop or contribute to generalizable knowledge

Training – curriculum development, instruction in research or knowledge, and student support projects

Other – other sponsored activities such as conference support, community outreach, etc.

New – an application submitted for the first time

Resubmission – a revised or amended application submitted for reconsideration of support

Renewal – competing continuation of an active grant

Continuation – non-competing continuation of an active grant into the next budget period

Revision – competing change to an active grant, includes supplement, competitive extension

Key Personnel – individuals contributing in a substantive measurable way to the scientific development or execution of the project. **Conflict of Interest Disclosures** must be completed for all Boston College Key Personnel.

List the **Sponsor** and, if BC will be a subrecipient under a prime award, the **Prime Sponsor** of your proposal.

2. Budget

Summarize the budget, including the first-year direct and indirect costs, and the same for the project period. If the proposal duration is less than or equal to one year, enter only the project period budget.

3. Administrative and Policy Concerns

Any faculty commitment of time during the academic year is considered **faculty buyout** and must be approved by his or her department chair and/or dean.

If this project will use **Human Subjects or Animals, Select Agents or rDNA**, please so indicate. If this project will involve **Hazardous or Radioactive materials**, you must indicate the materials to be used.

If the project requires **new or modified space**, indicate how the space will be used and what, if any, funding is provided in the budget for construction and renovation.

Indicate the type and source of required **cost-sharing**. For internal sources, signatures of the budgetary authority are required on page 1 of the transmittal form. Third party contributors must provide a letter of commitment.

If the sponsor limits **F&A** (indirect) costs, you must provide documentation of the restriction.

List any **subrecipient organizations** which will be involved in the project. A letter of commitment signed by an authorized official of the organization is required.

4. Approvals

In signing the Proposal Transmittal Form, the **Principal Investigator understands and attests:**

- *responsibility for the scientific conduct* of the project rests with the PI;
- any false, fictitious, or fraudulent statements or claims may subject the PI to criminal, civil, or administrative penalties;
- he or she is responsible for providing the required progress reports if a grant is awarded as a result of the application;
- he or she is *not presently debarred or suspended* from doing business with the Federal government;
- the amounts listed in the proposed budget for all listed direct cost items appear to be adequate for the performance of the proposed work;
- all students and key personnel have signed and have on file with the university an *Intellectual Property Agreement*; and
- he or she as well as all BC key personnel have completed *Conflict of Interest Disclosures* and updates as required by university and sponsor policy.

The **Department Chair's** signature indicates approval regarding the proposal's *purpose and methodology, faculty buyout and level of effort*, and departmental cost sharing that will be required for the project.

The **Dean** must approve all proposals involving *waivers of F&A and fringe benefit costs, faculty buyout, cost sharing for which departmental funds are unavailable, establishing new programs, curricula, or institutes or when space, construction or renovations* are being requested.

The **Vice Provost for Research** must approve all proposals involving requests for *waivers of F&A and fringe benefit costs, faculty buy-out, cost sharing for which departmental funds are unavailable, establishing new programs, curricula, or institutes or when space, construction or renovations* are being requested. The Vice Provost for Research will consult with the Provost as needed.

All proposals for support of sponsored projects **must be processed through the Office for Sponsored Programs (OSP)** for approval. OSP will verify the completeness and accuracy of the proposal, ensuring compliance with sponsor guidelines and checking institutional approvals.

OSP Internal Use Only

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Direct Costs						
F&A						
Total						
Fringe Rates						
F&A Rate						

Sponsor Type: ☐ Federal ☐ State ☐ Local ☐ Foundation ☐ Corporation
☐ Nonprofit ☐ Subcontract under Federal Prime ☐ Subcontract under non-Federal Prime