NEW MEXICO STATE UNIVERSITY

PROPOSAL/AWARD FORM

1. Research Contact & # _____

2. Institution ID# _____

3. Date _____

4. New ☐ Renewal of _____ Continuation of _____

Proposal Data

5. Principal Investigator(s)	6. Department(s)	7. College/Unit(s)	PI Signature	Date
5. Co-Principal Investigator	6. Department(s)	7. College/Unit(s)	PI Signature	Date

8. Project Title _____

9. Sponsor _____ 10. Period of Performance _____ to _____ 11. Total Amount Requested $ _____

12. Key Words * Descriptive of the project (Select for each) Type of Research [ ] Field of Science [ ] Other: _____

13. **F&A (IDC) and Cost Share Information** (Attach documentation for this section as necessary)

Is F&A capped by sponsor? ☐ Yes ☐ No
If yes, then what rate? _____ %
Is there voluntary cost share? ☐ Yes ☐ No
If yes, then what rate? _____ %
Is there mandatory cost share? ☐ Yes ☐ No

Current F&A Rate _____ % ☐ On Campus ☐ Off Campus
Equipment Budgeted: Sponsor $ _____ NMSU $ _____
Is Subcontractor(s) requested? ☐ Yes ☐ No If yes, $ _____

Comments & Special Information: _____

14. **Compliance Data** (Principal Investigator should answer all applicable questions. Research cannot start without approvals)

Human Subjects	☐ Yes	☐ No	Pending Approval ☐	Date Approved: _____
Animal Use	☐ Yes	☐ No	Pending Approval ☐	Date Approved: _____
Recombinant DNA	☐ Yes	☐ No	Pending Approval ☐	Date Approved: _____
Infectious Agents	☐ Yes	☐ No	Pending Approval ☐	Date Approved: _____
Radioactive Materials	☐ Yes	☐ No	Pending Approval ☐	Date Approved: _____
Hazardous Chemicals	☐ Yes	☐ No	Submission Date of Chemical Information List: _____	
Is additional space needed to accomodate this project?	☐ Yes	☐ No	Where _____ Are space alterations requested? ☐ Yes ☐ No	
Is the development of intellectual property expected on this project?	☐ Yes	☐ No		
Is there a proprietary data requirement?	☐ Yes	☐ No	If yes, has Confidentiality Agreement been signed? ☐ Yes ☐ No	
			Date _____	

15. **Investigator Credit Split** (Will be used for Investigator credit split, F&A split, and for Multi-Disciplinary proposals and/or proposals that include Internal Awards.) Please fill in **Section 15a** on next page, if applicable.

16. **CERTIFICATION**

By signature; Investigators, Department Chairs/Heads/Directors, Deans certify that (1) the proposed activities are appropriate to the research, instruction, and public service mission of the individuals, units and University; (2) the necessary resources for the project (including matching funds, facilities) are committed or budgeted; (3) they agree to the indicated split or credit and F&A cost return; (4) to the best of their knowledge the informaton provided in the proposal and this form is accurate and commplete.

17. **ADMINISTRATIVE APPROVALS**

Department Chairs/Heads/Directors Date

Deans (Dean's level: only if required by college policy or if college resources are committed) Date

Attachments included: **(Include as applicable)**

- ☐ Cost Share Details/Approval
- ☐ Additional Investigators & Approvals
- ☐ RFP/RFQ
- ☐ Capped F&A Documentation
- ☐ Proposal
- ☐ Other

For OGC Approval only:

Reviewed By Date

Disclosure of Significant Financial Interest:

The PI affirms that all investigators on the project have read the NMSU policy on Disclosure of Significant Financial Interest for sponsored projects and that the project does ☐ or does not ☐ contain a potential Conflict of Interest.

15a. **INVESTIGATORS AND CREDIT PERCENTAGE:** **** Please print this page again to add more Co-Investigators ****

Prinicpal Investigator **Credit %**

Name (First, M., Last) _____ _____

Department _____

e-mail address _____

Phone _____

Co-Prinicpal Investigator

Name (First, M., Last) _____ _____

Department _____

e-mail address _____

Phone _____

Co-Prinicpal Investigator

Name (First, M., Last) _____ _____

Department _____

e-mail address _____

Phone _____

TOTALS _____
(Total credit split must equal 100%.

INSTRUCTIONS

The NMSU Proposal/Award Form is designed for use as a forerunner of the actual proposal. It is meant as an estimate of the scope of the proposed project, particularly in the areas of personnel and facilities required. The signatures of appropriate administrative personnel on the form indicate their approval of the project concept and those commitments identified on the form.

The Prinicpal Investigator should initiate the NMSU Proposal/Award Form. Complete signatures must be obtained **prior** to proposal submission. When resources (whether in terms of people, facilities, or funding) are required from another NMSU unit, appropriate approvals from that unit must be obtained.

Since all funded proposals are made to the Regents of New Mexico State University, a Proposal/Award Form must be initiated and approved for each new, renewal, or continuation proposal. When PI changes occur, a revised Proposal/Award Form should also be initiated and approved.

Upon approval by the appropriate signatories, a copy of the form should be forwarded to the Office of Grants and Contracts.
For more information or assistance, please contact the appropriate Research Center.

FIELD INSTRUCTIONS

1. **Research Contact Information:** from initial proposal submission.
2. **Institution Number**: assigned by ARGIS.
3. **Date:** date Proposal/Award Form is prepared.
4. **Status of Proposal:** New indicates project which has not been previously funded; Renewal indicates competing continuation of an existing project (include current sponsor award number); Continuation indicates non-competing requests for additional funds.
5. **Principal Investigator:** faculty or staff member(s) directly in charge of project.
6. **Department:** academic department of Principal Investigator.
7. **College/Unit:** overall administrative unit of Principal Investigator.
8. **Title of Proposed Project:** descriptive title of proposal project.
9. **Sponsor:** agency to which proposal is being submitted and agency from which award will be directly receieved.
10. **Period of Performance:** dates for which support is requested.
11. **Approximate Budget:** amount of funding requested from sponsor.
12. **Key Words:** indicate from the pull down list key words that encompass the nature of the proposal project.
13. **University Funds Required:** if NMSU is requried to share in the cost of the project, indicate type and amount of university share. Not collecting the full amount of the F&A that the sponsor allows constitutes an indirect cost waiver. This is only allowed in rare occasions. Advanced approval of VP for Research must be obtained. Charging and collecting what sponsor allows is not a waiver.
14. Self explanatory.
15. **Investigator Credit Split:** Investigators, Project Credit Split.. The credit split refers to how much of the project credit (out of 100%) is attributed to the PI and each co-PI.

16-17. Self explanatory.