Proposal Preparation Checklist

- Inform your OSP Officer as soon as possible that you will be applying so that he/she can help you with adhering to the proposal guidelines. Find your designated officer at: www.osp.utah.edu/about_us/assignment.html
- Complete a Document Summary Sheet (DSS) for the project online through eProposal on the Campus Information System at: https://gate.acs.utah.edu/
- Complete a Conflict of Interest form online through the ERICA system and enter the certification number into your DSS.
- Obtain DSS signatures from your Department Chair and College Dean.
- If you will be using human subjects or animals contact the IRB.
- When preparing your budget ensure that costs are allowable (OMB Circular A-21), the correct F&A and Fringe Benefit rates are used, and determine if cost share is required. If so, make sure that cost share will be used as required and obtain commitment from the VP for Research.
- Submit your complete application to OSP 5 days prior to the due date so that it can be reviewed and submitted to the sponsor.

U of U Identification Codes

- Federal Interagency Committee on Education (FICE) Code for the U: 003675
- EIN. TAX ID/TIN: 87-6000525
- DUNS Num: D & B #009095365
- Cage Code: 3T 624
- NSF Institutional Code: 36756000
- NIH Institutional Code: 514002
- Congressional District: UT-002
- Type of Organization: State Institution of Higher Education
- AAALAC Accreditation: 8 March 2000 - (Animal Resource Center Facilities and Programs Accreditation)
- USDA Registration Number (Animal Subject): 87-R-0001
- PHS Animal Welfare Assurance ID Number: A3031-01
- Human Subjects Federal Wide Assurance: FWA00003745 (expires 11.06.2011)
- Effective Date of Cost Accounting Statement: Disclosure Statement submitted 12.31.97 (not yet audited or approved by DHHS)
Budgetary Information

Federally Negotiated Facilities & Administration (F&A) Rates

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<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Research On Campus</td>
<td>50.50%</td>
<td>49.50%</td>
<td>49.00%</td>
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<tr>
<td>Sponsored Training</td>
<td>35.70%</td>
<td>35.70%</td>
<td>35.70%</td>
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<tr>
<td>Other Activities</td>
<td>32.70%</td>
<td>32.70%</td>
<td>32.70%</td>
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*An off campus rate (http://www.osp.utah.edu/sub_pages/reference.html) can only be used if the administrative structure of the project is relocated from the University and its affiliates for more than 120 days.

Fringe Benefits: Full Time Faculty/Staff (36%), Post Doc without Retirement (22%), and Part-Time Employees, Grad- and Undergraduate Students (10%)

NIH Salary Cap: $199,700 effective January 1, 2010

Research & Administration Training Series (RATs)

The BEST way to learn about University of Utah Practices and Policies is to attend the Research Administration Training Series for PI’s!

- Investigator Training Workshop: Clinical Research Session
- Investigator Training Workshop: Post-Award Session
- Investigator Training Workshop: Pre-Award Session
- Investigator Training Workshop: Researcher Resources & Funding Searches
- Investigator Training Workshop: Responsible Conduct of Research

Sign up at www.education.research.utah.edu

Researcher Resources

- **My Research Assistant** (templates, information, blogs, and other resources available: http://myra.utah.edu
- **Additional Reference** information from OSP: http://www.osp.utah.edu/help/index.html
- **Intramural Funding Opportunities** from the University of Utah: http://www.osp.utah.edu/Funding/index.html
- **Extramural Funding Searches**: Access several researcher databases and tools to locate funding opportunities at: http://www.osp.utah.edu/Funding/index.html
- Utilize the Marriott Library (http://myra.utah.edu) to help you with Foundation Funding searches.
- Create a collaborative workspace through the **UNITE System** (www.unite.utah.edu). This resource is available to your non-UofU collaborators too.
- **The University Writing Center** (http://myra.utah.edu) provides free writing assistance to faculty and students to bolster proposals and publications.

Intellectual Property and Commercialization

Any faculty, staff, and/or student at the University of Utah that makes a discovery or invention that appears to be patentable or copyrightable should disclose it immediately to the Technology Commercialization Office TCO.

TCO can also assist you with preparing required IP Data Plans for proposals.

801-581-7792
http://www.tco.utah.edu/

Research Handbook

Comprehensive guidance designed to assist new and established researchers in the conduct of research, development and administration of sponsored research, and inform investigators of their roles and responsibilities can be found in the Handbook for Research and Sponsored Activities.

A PDF version of the handbook can be downloaded from the “Research Handbook” link at www.osp.utah.edu/help/index.html