

Proposal Information

1-Co-Principal Investigator (or other personnel working on project)

2-email address

3-Department/College or Division

4-Project PI

5-Proposal Title

Personnel Information

6-The co-PI or Key Personnel should complete this section with his/her own information for this project. List project effort and source of funds to cover salary associated with effort. If paid by UWG, list department from which funds will be paid.

	YEAR 1				YEAR 2			
	Sponsor paid % effort	Sponsor paid project salary	UWG paid % effort	UWG paid project salary	Sponsor paid % effort	Sponsor paid project salary	UWG paid % effort	UWG paid project salary
Fall								
Spring								
Summer*								
Total								
	YEAR 3				YEAR 4			
	Sponsor paid % effort	Sponsor paid project salary	UWG paid % effort	UWG paid project salary	Sponsor paid % effort	Sponsor paid project salary	UWG paid % effort	UWG paid project salary
Fall								
Spring								
Summer*								
Total								
	YEAR 5				7- Account to pay UWG portion of salary:			
	Sponsor paid % effort	Sponsor paid project salary	UWG paid % effort	UWG paid project salary	<p>The authorized approver for the UWG Department Account paying project salary must sign below.</p> <p>Signature: _____</p> <p>Project salary not paid by the sponsor constitutes a Cost Share and must also be recorded on the UWG Cost Share Request form completed by the project PI.</p>			
Fall								
Spring								
Summer*								
Total								

Compliance Information

8-Please complete the Compliance Information:

I have read and understand the UWG Financial Conflict of Interest Policy.	Yes	No
I have completed CITI FCOI training and submitted a Significant Financial Interest Form for this project.	Yes	No
I have a Financial Conflict of Interest.	Yes	No

Signatures

9-This form should be signed by the Co-PI/Project Personnel. The Department Chair, and Dean should review the project and sign indicating their approval and support of the project. Chair/Supervisor & Dean/Designee should not sign unless form is accompanied by a project narrative and budget.

Co-PI/Project Personnel Signature	Name (printed)	Date
Co-PI/Project Personnel Dept. Chair or Supervisor	Name (printed)	Date
Co-PI/Project Personnel Dean or Designee	Name (printed)	Date

Co-PI/Project Personnel Proposal Routing Form Instructions

Part I: Proposal Information

1 - 3. Name, email, and home department of Co-PI/Project Personnel

4. Name of the Principal Investigator of the project

5. Proposal title

Part II: Personnel Information

In order to be compliant with federal guidelines, ORSP must collect and evaluate the following effort information.

6. Please use the provided table to indicate the percent of effort and salary tied to this project, and whether that percentage is paid by Sponsor funding or UWG funding. The effort and salary listed in this table should represent this projects portion of your entire university effort and salary. **Example:** if your effort for the project for one semester is 10%, the sponsor will pay 10% of your salary for that semester. You will list "10%" in the Sponsor Paid % effort column and an amount equal to 10% of your salary (this amount should be taken directly from your project budget) in the Sponsor Paid Project Salary column.

- The first two columns in each year are to indicate the percentage of effort and salary paid by the sponsor.
- The third and fourth columns of each year are to indicate the percentage of **effort** and salary **devoted to the project** but paid by the University as a Cost Share or as your existing institutional research effort.

To meet the reporting and auditing requirements of the sponsoring agencies, cost-sharing commitments must be charged to a separate cost-sharing account related to the specified project.

*Summer effort may be listed in the Person Month (percentage thereof) equivalent if future summer workload/teaching is unknown. Summer listed in Person Month equivalent should be listed as "1 SM" for 1 summer month (2SM, etc.).

The "Effort-Person Month-Converter" form may be used to calculate effort/person month equivalents.

7. If there is project effort and salary coming from the University, the account from which these funds will come must be listed, along with the signature of the authorized approver for that university account. If the effort is part of your existing institutional research, type "institutional research" in this box.

Part III: Compliance Information

Financial Conflict of Interest (FCOI): To ensure that UWG complies with all applicable federal and state laws; we are required to note and track the following pieces of information. A Significant Financial Interest (SFI) Form must be completed for each proposal being submitted, and for funded projects, a SFI form must be renewed annually.

8. Please answer all questions. All project personnel who are involved in the design, conduct, or reporting of a project must complete CITI training and a Significant Financial Interest (SFI) Form.

In the event of a financial conflict of interest, a FCOI Disclosure form **must** be completed and submitted to the ORSP prior to the submission of the proposal. Information regarding the University FCOI policy may be found here: <http://www.westga.edu/assetsDept/orsp/UWG-FCOI-Policy.pdf>.

Part V: Signatures

9. Please make sure all necessary signatures are included. The project narrative and budget must be submitted to the Chair/Supervisor and Dean/Designee for their review and approval.