Office of Sponsored Projects & Grants Administration
Proposal Approval Form (PAF)

1. PAFs are due 14 business days before the proposal deadline
2. For information and assistance, contact SPGA at 541.885.1734, via email SPGA@oit.edu, or visit online at www.oit.edu/SPGA

I. PROPOSAL TITLE AND SPONSOR

PROPOSAL TITLE:	
SPONSOR AGENCY: (Provide a link to RFP website or attach a copy of guidelines)	

II. PROJECT KEY PERSONNEL

PROJECT PERSONNEL	NAME	TITLE	DEPARTMENT/COLLEGE	PERCENT CREDIT*
Principal Investigator/ Project Director				
Co-PI/Co-PD/Co-I				
Co-PI/Co-PD/Co-I				
Co-PI/Co-PD/Co-I				

* Percent credit is not the same as key personnel's percent effort committed to the project. Percent credit is used by Grants Accounting to determine portions of the recovered Facilities and Administrative (F&A) Costs credited to investigators' departments and colleges. The total credit must add up to 100 percent.

III. PROPOSAL INFORMATION

PROPOSAL TYPE

- ☐ New
- ☐ Continuation – Banner Index: _____
- ☐ Renewal – Banner Index: _____
- ☐ Supplemental Funding – Banner Index: _____
- ☐ Resubmission – Original SPGA Ref. No.: _____
- ☐ Co-Submission – Partner Institution: _____

PRIMARY ACTIVITY

- ☐ Instructional/Program Development
- ☐ Applied Research
- ☐ Research or Instructional Equipment
- ☐ Service/Community Project
- ☐ Workforce
- ☐ Other (Specify): _____

AWARD TYPE

- ☐ Federal
- ☐ State
- ☐ City/County
- ☐ Foundation*
- ☐ Industry
- ☐ Subaward
- ☐ Other (Specify): _____

* Oregon Tech Foundation approval is required prior to submission of foundation proposals. Contact Oregon Tech Institutional Advancement at least two weeks prior to the proposal submission date.

SUPPORT DOCUMENTATION (ALL REQUIRED TO BE ATTACHED AND/OR ELECTRONICALLY SUBMMITED TO SPGA)

- ☐ Statements of Project Scope and Deliverables OR a Draft Proposal
- ☐ Proposal Draft Budget
- ☐ Executed Financial Conflict of Interest (FCOI) Disclosure Forms
- ☐ All Required Regulatory Compliance Documentation, as Appropriate.

IV. PROJECT INFORMATION

PROJECT REQUIRES (mark all that apply)	**PROJECT SUPPORTS** (mark all that apply)
☐ Sponsor Directed Cost Share	☐ Student Tuition
☐ Proprietary Information/Non-Disclosure Agreement	☐ Capital Equipment
☐ Intellectual Property/Invention Disclosure	☐ Faculty Academic Year Release
☐ Additional Space or Renovation of Existing Space	☐ Faculty Summer Salary
☐ Multiple Facilities & Administrative Costs Rates	☐ Consultant Services
☐ University Commitment beyond Award End Date	☐ Subcontracts
☐ University Letter of Commitment	☐ Lab Development/Renovation
PRIMARY ACTIVITY	

V. PROPOSED BUDGET REQUEST

REQUESTED FROM SPONSOR	START DATE	END DATE	DIRECT COSTS ($)	F&A ($)	TOTAL BUDGET ($)
Initial Budget Period					
Cumulative Budget*					

* The cumulative budget is the total project budget, including the initial Budget Period.

VI. PROPOSAL COST SHARE REQUEST

(leave blank if cost share is not required)

SOURCE OF COST SHARE	START DATE	END DATE	IN KIND ($)	INDEX (CASH ONLY)	AMOUNT (CASH ONLY) ($)
Student Tuition					
Faculty Release Time					
Under-recovery of F&A*					
TOTAL					

* Under-recovery of F&A costs represent University costs produced by the difference between Oregon Tech's approved Federal F&A rate and sponsor-authorized F&A rate.

VII. REGULATORY COMPLIANCE

MUST ANSWER ALL QUESTIONS

1. **Human Research Subjects:** YES ☐ NO ☐

   If YES – Are all required Institutional Review Board (IRB) protocols approved?

   ☐ YES – Oregon Tech IRB Protocol No. _____ Signature of PI: _____

   ☐ NO – Protocol Approval Pending

   a) PI must make sure that sponsor permits pending oversight protocol approval at the time of proposal submission.

   b) Oregon Tech IRB approval is required before data collection begins and/or prior to acquisition, use and storage of biohazardous material and/or equipment, or human subjects.

   If YES – Does this work require IRB oversight at another institution?

   ☐ YES – Name of Institution: _____

   Oregon Tech PI must notify Oregon Tech IRB Committee before submitting a request and supporting documents to the other institution.

   ☐ NO

2. **Subject to U.S. Export Control Laws:** YES ☐ NO ☐

   If YES – Are Technology and Data Control Plans approved?

   YES – Data and Technology Control Plans approved. Signature of PI: _____

   NO – Data and Technology Control Plans Approval Pending

Principal Investigator/Project Director & Investigators* Certifications

By signing below, I/we hereby affirm and certify that:

1. All statements contained herein are true, accurate, and complete to the best of my/our knowledge.
2. I/We have successfully completed training on federal Financial Conflict of Interest (FCOI). I/We agree to provide a complete, accurate and truthful disclosure for this project as required by University policy and/or other regulations. I/We agree to disclose promptly to the Research and Sponsored Programs Office all significant financial interests, as defined in Chapter V – Grantee Standards of the National Science Foundation Grant Policy Manual (05-131),
   (i) that would reasonably appear to be affected by the sponsored research and/or
   (ii) entities whose financial interests would reasonably appear to be affected by the sponsored research.
3. I/We have submitted to the SPGA executed FCOI disclosure forms for this project.
4. I/We have read and agree to follow current University policies on Intellectual Property (OIT-24-10), the Institutional Review Board for Use of Human and Animal Subjects in Research (OIT-25-010) and other research policies as appropriate.
5. All proposed experiments, procedures, etc. involving human/animal subjects, or biohazards in the proposed project are contained in the regulatory protocols approved or pending approval by the IRB listed above OR no regulatory protocol is required according to University policy for Use of Human and Animal Subjects in Research (OIT-25-010).

* An "investigator" is defined by NSF is any person, regardless of title or position, who is responsible for the design, conduct, or reporting of research.

Principal Investigator/Project Director & Investigators Endorsement (please print name, sign and date)		
Name: _____	Signature:	Date:
Principal Investigator/Project Director		
Name: _____	Signature:	Date:
Co-Principal Investigator/Co-Project Director		
Name: _____	Signature:	Date:
Co-Investigator/Co-Project Director 1		
Name: _____	Signature:	Date:
Co-Investigator/Co-Project Director 2		
Abdy Afjeh, Ph.D., P.E.	Signature:	Date:
Vice Provost for Research and Academic Affairs:		

Administrative Authorization* (please print name, sign and date)		
PI/PD Department Chair: _____	Signature:	Date:
PI/PD College Dean: _____	Signature:	Date:
Co-PI/PD Department Chair: _____	Signature:	Date:
Co-PI/PD College Dean: _____	Signature:	Date:
Co-I/PD 1 Department Chair: _____	Signature:	Date:
Co-I/PD 1 College Dean: _____	Signature:	Date:
Co-I/PD 2 Department Chair: _____	Signature:	Date:
Co-I/PD 2 College Dean: _____	Signature:	Date:
VP for Institutional Advancement (Foundation Grants ONLY):		
Ken Fincher, Ph.D.	Signature:	Date:

* Signature by Administrative Authorities (department chair and/or college dean) confirms approval of all elements of the Proposal Approval Form (PAF), including space allocation/utilization/renovation, resource allocation, instructional reassignment, sponsor-required cost-share commitments, and proposed salary plans.