IPF Help page for NORM

This help page is designed to correspond to the various sections of the e-IPF.

For technical assistance with the application itself, (i.e., login difficulties, error messages, etc.) contact Ellen Zavala at 704-687-2592 in the Office of Research Services (ORS).

IMPORTANT:
Throughout the e-IPF you may see the icon which signifies a look-up field. Simply click the icon and a pop-up window will appear to allow you to search from relevant databases.

A red asterisk (*) indicates a question that must be answered before the page can be saved.

Click the following links to jump to desired section:

Start New Proposal (General Information)

***Funding Agency:** Select in the pop-up window the Agency/Sponsor that will directly fund the research/project at UNC Charlotte. Generally speaking, this is the Agency/Sponsor whose name will be on the check to UNC Charlotte or to whom the Office of Sponsored Programs will send invoices. If the Sponsor is not listed, select “Organization Not Listed” and you may type in the name of the Sponsor.

Funding Opportunity/Sponsor Application Number: If applicable, enter the alphanumeric number provided by the Sponsor for this proposal.

Sponsor Program Name: If applicable, enter the name of the program. Some examples include FIPSE, CAREER, REU Supplement or NIH AREA grants.

Proposal Guideline URL: If applicable, enter the web address of the guidelines/instructions associated with the Sponsor's application.

Prime Funding Agency: The Prime Funding Agency applies when UNC Charlotte receives a subgrant or subcontract from an intermediate funding source. (e.g., NIH awards a grant to Duke and Duke awards a subgrant to UNC Charlotte. NIH is the Prime Funding Agency, and Duke is the Funding Agency.)

***Short Project Name:** This may be different than the "Project Title" and is used for tracking purposes.

***Project Start Date:** Please use the calendar to select an initial start date.

***Project End Date:** Please use the calendar to select a project end date.

***Activity Type or Chess Code:** Please select the most appropriate activity type from the drop-down list (e.g., Research, Training). Check the box, scroll to the bottom and hit “Select.”

Proposal Type (Please select one):

- **Amendment/Supplement:** Select if requesting additional dollars, extending period of performance or requesting a change in the scope of work on an existing award.
- **New:** Select if you are requesting new dollars NOT associated with an existing contract or grant.

- **Non-Competing Continuation:** Select if requesting release of dollars previously committed by a sponsor/agency for an existing contract or grant.
- **Renewal or Competing:** Select if requesting new dollars for continuation of an existing award to establish a new budget period.
- **Revised Request:** Select if a previously submitted proposal is being reviewed for funding by the sponsor/agency. The submission of a revised request would occur for the following reasons:
    1. Revised Personnel
    2. Revised Cost Share
    3. Revised Budget

If this proposal does not meet one of these proposal types, please contact your college based research office (CBRO) or ORS to discuss the specific circumstances.

Award Type: Select the appropriate agreement.

***Will this proposal be submitted electronically to the sponsor?:** Indicate if this proposal is being submitted by some electronic method to the sponsor.

Select electronic method: Choose one of the following: Grants.gov, Website, Email, Other, FastLane. If Other is selected, indicate the method in the field provided.

Does the sponsor require a paper copy of this proposal or any part thereof?: Please indicate if any hard copy documentation is required to be submitted to the sponsor. If so, it will be necessary to bring such documents with the bar-coded cover sheet to your CBRO or ORS for submission. (The Lead PI and e-IPF creator will receive an email directing them to provide the cover sheet and any hard-copy documents once the e-IPF has been approved by all departments.)

***Award Admin Department (Lead Unit):** Select the UNC Charlotte department that has the responsibility to manage the contract or grant.

Affiliated Center/Institute: Select UNC Charlotte centers/institutes that will contribute space, personnel, or equipment to this project. You can select as many centers/institutes as necessary.

***Sponsor Deadline:** Enter the date that the proposal must be submitted. Indicate whether it is a postmark or recipt. Generally, ORS and the CBROs review proposals in the order in which they are received; however, consideration is given to the sponsor deadline. Proposals should be received by ORS/CBRO one to two weeks in advance of the sponsor deadline to ensure proper review and timely submission.

Previous Account/Fund Number (6 digits, no hyphen): If this proposal amends, supplements, renews or continues an existing project, provide the most recent UNC Charlotte Banner Fund number. This information will assist in proposal review.

***Title of Project:** Include the full title of the proposal which UNC Charlotte is submitting to the funding agency. This title should match the title on the cover letter and face page to the sponsor and the abstract.

Investigators/Research Team

Provide the requested information about each individual involved with this proposal.

NOTE: The research team must include individuals named on the budget, as well as administrative contacts and investigators whose research protocols (human and animal) may be used on the project (if applicable). (See definitions below.)

Add Investigator Information: Click the look-up icon and a pop-up window will appear to allow you to search the UNC Charlotte database by last name. If the individual is not found, select “Person Not Listed" at the bottom of the screen, and a window will appear to allow you to add the individual manually.

Please provide the person’s PID (if known), first name, last name, and click "Submit".

For each research team member, enter the corresponding phone, email address, department, role (see below), the number of months associated with that effort, and the allocation of credit.

In addition, if an individual holds dual appointments and the wrong department was selected for this e-IPF, you may change the department. Keep in mind that for those with dual appointments, the chairs and deans of both departments/colleges will have to approve the e-IPF.

The first team member selected to the project will be the Lead Principal Investigator by default.

Lead Principal Investigator: Every proposal must have one (1) Lead Principal Investigator. This individual is responsible for the technical, regulatory and financial aspects of the project.

Please verify that the person listed as the Lead PI is eligible to serve in accordance with the following UNC Charlotte policy: "Only full-time permanent EPA employees are eligible to serve as Principal Investigators on sponsored research projects. Any exceptions require the approval of the department chair and the dean". For additional guidance on this policy, please contact ORS at 704-687-2291.

Principal Investigator: This individual should be selected if the Sponsor allows for multiple PIs or if this individual is a Co-PI. This individual must meet all criteria for a PI and will require PI certification and departmental/college approval on the e-IPF.

Investigator: This individual is considered to be a primary contributor to the successful conduct of a research project but is not the Lead PI or a PI/Co-PI.

Fellow: This individual is a student, pre- or postdoc applying for a fellowship or support for dissertation research whose mentor is the Lead Principal Investigator on this proposal.

PostDoc: This individual has received a doctoral degree and serves on the research project.

Administrative Contact: This individual has proposal edit rights, but is not named on the budget (e.g., departmental contract and grant manager).

Research Assistant: This individual is a paid staff member and not a student.

Clinical Research Coordinator: This individual, if applicable, is responsible for conducting clinical trials using good clinical practice under the direction of the Lead Principal Investigator.

Other: This individual does not meet any of the above definitions.

% Effort: This is the budgeted percentage of effort for the project period. If the percentage of effort is different in the academic year than what is included in the summer, put a ballpark percentage of effort and include an explanation in the Submission Notes section.

Calendar Months: This link will take you to the "Percent of Time & Effort to Person Months (PM) Interactive Conversion Table" on the web. Enter the percent effort under column A-11 and the person months will be automatically calculated for several appointment period options. Enter the number of months in the Calendar Months field.

Allocation of Credit %: This authorizes the allocation of credit among investigators for proposals involving more than one department. The total allocation of credit must equal 100%, but it may be divided among several PIs. The default percentages for allocation of credit – 50% credit to the Lead PI and 50% credit divided equally among any other PIs – are just guidelines and do not have to be followed. The allocation of credit will apply to reporting of proposals and awards and to the departmental ten-percent indirect cost return.

Release Time Questions: Answer YES or NO to the two questions as related to the project.

List of Investigators/Research Team: The Lead Principal Investigator and all Principal Investigators will receive an electronic notification to certify their role on this project prior to submission to the sponsor. (You may go back and "Edit" or “Remove” an individual who has been previously accepted.)

Budget

Initial/Current Budget Period: Initial period is the first year of the project only.

Begin Date: The start date for the initial period/first year of the project. Click the graphic next to the field to select the date.

End Date: The completion date of the initial period/first year of the project.

Direct (no commas): The estimated direct costs for the first budget year of the project.

F&A base (or Modified Total Direct Costs [MTDC]): The F&A base consists of all salaries and wages, fringe benefits, materials, supplies, services, travel and subgrants and subcontracts up to the first $25,000 of each subgrant or subcontract (regardless of the period covered by the subgrant or subcontract).

The F&A base shall exclude equipment (defined in federal guidelines as an article of non-expendable tangible personal property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit), capital expenditures, charges for patient care, tuition remission, rental costs of off-site facilities, scholarships, and fellowships as well as the portion of each subgrant and subcontract in excess of $25,000.

F&A Rate: The F&A rate defaults to the University's current Organized Research rate, but it may be changed by simply clicking “Change Rate”.

Required Submission Note: If the F&A rate differs from all of the University’s on-campus rates, you should include a submission note with your proposal explaining why it is different. If the rate is mandated by the agency, include information in the note indicating where to find this requirement in the guidelines for the project.

F&A Amount: Click “Calculate Amt” to obtain the product of the F&A base and the F&A rate. If necessary, this field may be edited manually.

Initial Funds Req: This field may be calculated by clicking “Calculate Total” or changed manually.

Total Period/Total Request: The total project period will carry forward from the General Info page. Total period will include all years for the proposed project, which could span one or multiple years.

Direct (no commas): The estimated direct costs for the total project period.

F&A Base: Enter the base for the total project period.

F&A Rate: Be sure the rate is the same as for the initial budget period.

F&A Amount: Click “Calculate Amt” to obtain the product of the F&A base and the F&A rate. If necessary, this field may be edited manually.

Total Funds Req: This field may be calculated by clicking “Calculate Total” or changed manually.

Cost Sharing: When the University bears a portion of the costs of a sponsored program or project (for example, by purchasing equipment or supplies for the project from University resources, or by committing faculty or staff effort to the project at no cost to the sponsor) it is considered “cost sharing.” Cost sharing can be either cash or in-kind. Cash cost sharing must come from a University source and be approved by the responsible party at the time of proposal submission. All third party cost sharing is considered in-kind and must also be approved at the time of proposal submission.

All contributions, including cash and third party in-kind, shall be accepted as part of the recipient's cost sharing or matching when such contributions meet all of the following criteria:

- Are verifiable from the recipient's records;
- not included as contributions for any other federally-assisted project or program;
- necessary and reasonable for proper and efficient accomplishment of project or program objectives;
- allowable under the applicable cost principles;
- not paid by the Federal Government under another award, except where authorized by Federal statute to be used for cost sharing or matching;
- provided for in the approved budget when required by the Federal awarding agency;
- conform to other provisions of OMB Circular A-110, as applicable.

Unrecovered indirect costs may be included as part of cost sharing or matching only with the prior approval of the Federal awarding agency. However, please note that most federal agencies do not allow this. Additional information is available at UNC Charlotte PS-120.

Does the proposal include funds or contributions in the form of cost sharing?

If this proposal commits any UNC Charlotte unit to provide cost sharing in support of this project, please select that unit by clicking on the blue link that reads "Click Here to Add Cost Sharing Unit". You will need to provide the unit, amount and account/fund number.

If Third Party Cost Sharing is included, please provide a notation to that effect under the Submission Notes section of the e-IPF and attach a letter signed by an authorized organizational representative of the organization committing the cost sharing.

Indicate whether the cost sharing is Agency Mandated: Cost sharing that is required either by Federal statute or established by Sponsor policy. The costs are documented and are necessary and reasonable for proper and efficient accomplishment of project objectives.

Indicate whether the cost sharing is Voluntary (Mandatory if Awarded): Cost sharing that is not required by Federal statute or sponsor policy, or that is in excess of any such stated requirements and is volunteered to substantively demonstrate the collective University commitment to a project.

NOTE: All cost sharing must be documented in accordance with established criteria. The Lead Principal Investigator/Principal Investigators and respective department chair(s) and/or dean(s) must concur with and commit to any cost shared resources.

Check the types of cost sharing included in the budget.

F&A: The Lead PI elects to provide cost sharing by charging less than the full indirect cost rate applicable to the project. This type of cost sharing requires F&A rate reduction approval by the Vice Chancellor for Research and Federal Relations. Attach a copy of the approval in the Attachments section of the proposal.

In-Kind: Normally encountered in public service-oriented projects involving the contribution of services from outside the University. Such services might be donated by student tutors, private M.D.s, dentists, volunteers, etc., or consist of property donated by non-Federal third parties. Although the University does not pay for such services, these must be documented and should, at a minimum, entail a record of dates and time donated by the individual. IMPORTANT: FAILURE TO MEET OR ADEQUATELY DOCUMENT IN-KIND CONTRIBUTIONS COULD RESULT IN A PRO-RATA PORTION OF UNIVERSITY-INCURRED COSTS BEING DISALLOWED AND THE CREATION OF A SERIOUS FINANCIAL PROBLEM.

Matching: Involves a University contribution of funds specifically appropriated for and allocated to the project. The allocation and billing of project costs is processed in accordance with the agreement such as 75% Federal and 25% non-Federal.

Salary Cap: A mandatory form of cost sharing whereby a sponsor (typically the NIH) limits the salary payable to a PI.

Other: Use this field to describe other types of cost sharing.

Required Submission Note regarding matching: If you said YES to cost sharing, you need to provide a submission note that lets all IPF Approvers know if this is required or voluntary. If mandatory, please provide information on where to find that information in the proposal guidelines for IPF Approvers.

Personnel/Space/Equipment/Software: Do you need additional resources to do this project over and above what is requested in the proposal budget? If yes, check any that apply, and provide justification for each in the space provided.

Conflict of Interest

It is important that members of the research team are not involved in activities that may create an actual or perceived conflict of interest as it would relate to the conduct of the research and/or a member's relationship with the sponsor. Any member involved with the design, conduct, or reporting of research will be required to submit a project-specific COI disclosure. This disclosure is separate and in addition to the *Annual COI Disclosure*, which is required for all UNC Charlotte EPA Faculty and EPA Staff. All COI disclosures are submitted through the Activities, Interest, and Relationships (AIR) system.

COI Training is also required for anyone conducting sponsored research. COI training must be completed once every 4 years.

References: University Policy 102.2, Conflicts of Interest and Commitment and Procedures Supplemental to University Policy 102.2, Conflicts of Interest and Commitment

Proposal Stage: Before a proposal can be submitted to the sponsor, all required COI disclosures must be submitted via AIR. Once a proposal receives Award Admin Department authorization, each individual listed on the proposal, and who is required to complete a disclosure, will be automatically emailed a unique link by NORM. Using this link, the investigator will login to AIR with their NinerNET ID and password and complete their COI disclosure.

Once the disclosure has been submitted, it will be automatically reviewed if the investigator answered “No” to all of the questions. If the investigator answered “Yes” to any of the questions, the disclosure will be reviewed by the COI Manager. COI disclosures do not need to be reviewed prior to submitting the proposal to the sponsor, but they must be submitted prior to proposal submission.

The COI status for all project personnel can be viewed on the “Compliance” tab for that proposal in NORM. The Compliance tab indicates whether or not each person has submitted their disclosure, its review status, and if COI training has been completed.

Award Stage: Before funds can be released, any positive disclosures must be reviewed and, if needed, a management plan put in place. The COI manager is responsible for the initial review and will work with the investigator and their department chair if a potential conflict of interest is identified. It is the discloser’s responsibility to submit an updated COI disclosure within 30 days of a change in their disclosed interests. COI training, if not already taken, must also be completed prior to expenditure of funds.

If there are outstanding COI requirements once an award is received, the COI manager will assist with any COI issues and facilitate the timely release of funding.

PHS Specific (Travel): Prior to the expenditure of Public Health Service (PHS) funds, Investigators are required to disclose reimbursed or sponsored travel for the previous 12 months using the COI Travel Disclosure form. This applies to any reimbursed or sponsored travel whose aggregate value paid or reimbursed by any single entity meets or exceeds $5,000 in the prior twelve months, except travel that is reimbursed or sponsored by a Federal, state, or local government agency, an institution of higher education, an academic teaching hospital, a medical center, or a research institute that is affiliated with an institution of higher education.

After the initial disclosure, any new reimbursed or sponsored travel, meeting the $5,000 threshold per 12 months per entity, must be disclosed within 30 days during the period of the award.

PHS Specific (Authorship): Paid authorships **received from any entity** over the preceding 12 months, and related to an investigator’s institutional responsibilities, must be disclosed using the Paid Authorship Disclosure form prior to expenditure of PHS funds. Additional disclosure(s) must be made within 30 days of receipt of a new significant financial interest for the duration of the award.

Research Subjects

Human Participants (Human Participants)

Answer each question as it relates to this project. These questions are necessary for the IRB to accurately link research proposals with approved protocol(s). If the proposal involves human subjects and no submission to the IRB has been made, indicate one of the following:

JIT: (Just in Time processing) the review package will be submitted for IRB review once UNC Charlotte is notified that funding/award is imminent.

Not Yet Submitted

Animal Subjects (Animal Subjects)

Answer each question as it relates to this project. These questions are necessary for the IACUC to accurately link research proposals with approved protocol(s). If the proposal involves animal subjects and no submission to the IACUC has been made, indicate one of the following:

JIT: (Just in Time processing) the review package will be submitted for IACUC review once UNC Charlotte is notified that funding/award is imminent.

Not Submitted

Research Materials (Research Materials)

Special UNC Charlotte clearances may be required if contain research materials are used in the sponsored research. Please contact the Safety and Environmental Health Office, 704-687-4291 for guidance.

Subcontractors

If subcontractors are included as part of the proposal, list the subcontractor (institution) names and provide the following information:

- Statement of Work;
- Budget;
- Budget Justification;
- Copy of the subcontractor's F&A Agreement; and
- Letter of collaboration signed by an authorized organizational representative of the subcontractor. See sample letter.

Export Control

If you have specific questions about export control regulations, please contact John Jacobs in the Office of Research Services at 704-687-1877.

*** Do you anticipate sending/transporting anything or receiving anything from outside of the United States?**

This applies to both actually exporting or importing equipment or other items or hand-carrying items such as lap top computers into or outside of the country.

*** Do you anticipate any travel outside the United States associated with this project?**

This applies to any member of the research team.

*** Will you send your research results in either paper or electronic format to a foreign country or foreign national?**

This applies to unpublished documentation. The term "foreign national" is defined as a person (natural person as well as a corporation, business, association, partnership, society, trust, or any other entity, organization, or group, including government entities) who is not a lawful permanent resident of the United States (i.e. an individual who has not been lawfully accorded the privilege of residing permanently in the United States as an immigrant in accordance with immigration laws or who is not a protected individual). A "foreign national" is a person that has not been issued a "green card" by the U.S. government, or who possesses only a student visa.

***Is any member of the research team a foreign national?**

See above for definition.

***Does this proposal involve carrying out classified research, not to include work with "select agents", on campus or require a security clearance for UNC Charlotte personnel?**

Intellectual Property

Management of intellectual property has significant overlap with management of sponsored research. Contractual terms in sponsored research agreements and licensing or material transfer agreements can sometimes conflict. Your answers to these questions will help us speed communication and avoid problems that may delay your project.

For additional information regarding any of the Intellectual Property questions, please contact the Office of Technology Transfer (OTT) at 704-687-4144.

Disclosure: Disclosure refers to the submission of an Invention Report (IR) Form to the OTT. An IR Form may lead to the filing of a patent application and may further lead to the commercialization of the invention, regardless of whether a patent application was filed. An IR Form may be downloaded from the OTT Website.

Patent: A patent is a Federal grant based on an invention, which gives the holder the right to exclude others from making, using, or selling the invention. A patent application gives notice that such rights may arise in the future, however, the right to exclude others begins only when the patent is issued.

Sponsored research projects may contemplate further development of UNC Charlotte inventions claimed in a patent or patent application, or patented inventions owned by outside parties may be relevant to the project. Such situations require that OTT and OSR take care to address these issues appropriately in the sponsored research agreement.

Transfer Agreement: A transfer agreement can be a Material Transfer Agreement (MTA), academic or research use license, or any other written agreement under which the UNC Charlotte researcher has obtained the limited right to use something owned by another entity. UNC Charlotte researchers also share materials with outside parties under an MTA or other forms of research use licenses.

Should the sponsored research proposal contemplate using materials, data, or software obtained under such an agreement, OTT and OSR must take care to avoid conflicting obligations between the transfer agreement and the sponsor of the proposed research.

License: A license is a written agreement whereby the owner of property grants limited rights in that property to another. A commercial license for tangible property (material) or intellectual property typically grants the right to make, use or sell the property.

If a UNC Charlotte invention is licensed to a commercial entity and is also to be used or further developed in the proposed research, OTT and ORS must take care to avoid granting rights in that invention to the sponsor.

Is this proposal an SBIR (Small Business Innovative Research Program)?

SBIR is a highly competitive program for small businesses to explore their technological potential and provides the incentive to profit from its commercialization. By including qualified small businesses in the nation's R&D arena, high-tech innovation is stimulated and the United States gains entrepreneurial spirit as it meets its specific research and development needs.

Is this proposal an STTR (Small Business Technology Transfer Program)?

STTR is an important small business program that expands funding opportunities in the federal innovation research and development arena. Central to the program is expansion of the public/private sector partnership to include the joint venture opportunities for small business and the nation's premier nonprofit research institutions. STTR's most important role is to foster the innovation necessary to meet the nation's scientific and technological challenges in the 21st century.

Benefits to North Carolina

All sponsored programs provide benefits in the sense of institutional support, employment, training of students, and the economic multiplier effect (e.g., university, employee, student, and visitor spending). However, these questions address projects that emphasize benefits to citizens beyond the immediate university community. Please check all that apply to this project.

Will this project:

Promote economic development? If yes, check all that apply.

Provide information, services or other resources directly to the community? If yes, check all that apply.

Promote the health and well-being of community residents? If yes, check all that apply.

Involve the study of birth-to-12th grade education? If yes, check all that apply.

Promote adult education and/or life-long learning? If yes, check all that apply.

Location of Sponsored Activities

On-Campus Locations: In the drop down-box, select the specific campus location(s) where research will be conducted.

Out-of-State Locations: In the drop down-box, select the state(s) in which sponsored activities will occur. More than one state can be selected or all states can be selected.

NC County Locations: In the drop down-box, select the county(ies) in which sponsored activities will occur. More than one county can be selected or all counties can be selected.

Out-of-Country Locations: Please select the name(s) of the country(ies) where sponsored activities will occur.

Application Abstract

Please select a CIP code (Science Code) that describes the type of research contained in this proposal. The CIP is a taxonomic coding scheme that contains titles and descriptions of primarily postsecondary instructional programs. It was developed to facilitate the National Center for Education Statistics' collection and reporting of postsecondary degree completions by major field of study using standard classifications that capture the majority of reportable program activity. For additional information on science codes, please visit the NCES web site.

*** I give permission to include this abstract in the Research Abstracts Database (RAD):** Please indicate whether or not this abstract may be published in RAD.

This abstract will be used for the UNC Charlotte Research Abstracts Database (RAD). RAD is a database designed to match faculty researchers with potential collaborators and funding resources and to help identify expertise and areas of research interests on the UNC Charlotte campus. The abstract should be plainly written and in sufficient detail to summarize: (a) the purpose(s) or problem(s), (b) the hypothesis(es) or objective(s), and (c) the method(s) of the project(s).

All abstracts in the database will be available to the public. If this abstract contains ANY University or sponsor proprietary information, such as description of a potentially patentable invention (i.e., a new and useful process, machine, article of manufacturing, composition of manufacture, or related improvements), you MUST check "No" below and if you have not already done so, you should contact the Office of Technology Transfer (OTT) at 704-687-4144 for invention management assistance.

Attachments

You may add as many attachments as necessary. These attachments will be viewable to all the e-IPF approvers across campus that are listed on the "Approving Departments" tab. You may edit and/or remove an attachment before it is submitted for approvals. Once submitted, however, attachments may only be viewed. Within the NORM system, these documents will be labeled 'IPF' indicating that they were uploaded during the submission of the e-IPF.

Additional proposal documents may be uploaded after the e-IPF has been submitted and assigned for viewing by the following roles: IPF Creator, Lead PI Only, Admin Award Dept IPF Approver, Lead PI Dept IPF Approver, Certifying Investigator(s), Research Team, or All IPF Parties.

Any document uploaded after the IPF is submitted will be automatically viewable by the Admin Office as well as ORS. Such documents may include JIT copies of the IRB or IACUC approval documents. Within the NORM system, these documents will be labeled 'Post Approval' indicating that they were uploaded after the e-IPF was submitted and approved.

Approving Departments

Please review the "List of Approving Departments" at the bottom of this screen. Note: The Award Department is always listed first and cannot be changed or removed. The additional departments listed are those that must approve the eIPF. The routing order for these departments can be made sequential or concurrent by changing the number in the drop-down box. You may add other departments or centers/institutes by clicking the magnifying glass icon and choosing from the alphabetical list. You can only remove a department with a "Remove" field next to the role.

You must add each department or college that has paid faculty/staff time included in the budget or if cost sharing is being provided by those departments or colleges. If centers/institutes are associated with the proposal, you will need to add those as well. If another unit is providing cost sharing and that unit does not have anyone on the research team, you must add that unit as an approving department.

Submission Notes

This section of the e-IPF allows the e-IPF creator, Lead PI or any IPF approver to include any notes or comments that need to be brought to the attention of all IPF approvers. For example, if the sponsor requires a reduced F&A cost rate to be used, a notation could be included indicating where to find this requirement in the guidelines. Another example would be an indication of third party cost sharing with a notation of the name of the third party, as well as the total cost sharing to be provided by the third party. College-based research officers could also include a note to their deans that they have reviewed the budget/proposal and that the proposal is ready for approval.