

FAQ for How do I submit a proposal?

Q. How much time do I need to get my proposal submitted?

A. Figure on a minimum of ten to 15 business days. You should contact the College's Research Administrator (RA) as soon as you consider submitting the proposal, so she can work out a schedule with you. Please remember, the RA will need to do or work with you on your budget, and should have the opportunity to review your proposal to help make sure you have followed the guidelines. The Senior Associate Dean for Research may also review your proposal and budget and will sign the Internal Approval Form (IAF).

Q. Can I submit a proposal directly to the funder?

A. No. Unless a proposal is for a fellowship paid directly to you (and for which you are prepared to pay taxes since taxes will not be withheld) or for direct donation of equipment and no accompanying funding, **all proposals must be submitted by an authorized University official**, so you will need to work with the College RA.

Q. What is the Internal Approval Form (IAF) and do I need to complete one?

A. The Office of Sponsored Programs (OSP) requires that the IAF must be completed prior to submitting the proposal for all awards. The form must be signed by all participating investigators and their department heads. The form is important because it is where the investigators disclose project demographics and project related compliance requirements. When signing the PIAF, investigators have to indicate their awareness of the PSU conflict of interest policies and whether their involvement in the project constitutes a significant financial or business interest.

Q. What's this "SFBID" line in the principal investigator signature box on page 2 of the Proposal Internal Approval Form?

A. In order to avoid real or perceived conflict of interest, the university requires principal investigators, co-principal investigators and associates identify if they, their spouses or dependent children are employed by, own stock in, sit on the board of, or otherwise receive financial remuneration from the funder. If so, INITIAL (*do not* check) the Significant Financial or Business Interest Disclosure (SFBID) "does" line in the signature box and fill out the form on page 7 of the PIAF (the policy is on page 6). If that is not true, INITIAL (*do not* check) the SFBID "does not" line.

Q. I've looked at the Proposal Internal Approval Form and the "Assignment of Shared Credit" page makes no sense to me. Do I have to fill it out?

A. Yes. Assignment of Credit page is a way for the university to assign credit to the home colleges and departments of the investigators, as well as a method of identifying which strategic interdisciplinary research initiatives are being pursued. Instructions for filling out the Assignment of Credit form are printed above the table.