



Children's Memorial Research Center, CMRC
Office of Sponsored Programs, OSP
Proposal / Protocol Routing Form -
INSTRUCTIONS/DEFINITIONS

Where kids come first.™

Principal Investigator- Enter the PI's first name, middle initial, last name and degree(s).

E-mail – Enter the e-mail address of the PI. This should be the e-mail that the PI prefers to be contacted at.

Phone/Extension- Enter the PI's phone number including area code and extension if applicable.

Sponsor Due Date: Indicate the date that this proposal is due to the sponsor. Please note that the proposal/protocol is due to the Office of Sponsored Programs (OSP), at least seven business days before the sponsor due date.

Project Title- Enter the full title of the proposed project. Note that the NIH has a 81-character limit including spaces and punctuation marks for Project Title.

Type of Support- Check only one box on this line. Internal support is defined as department/division, CMRC, CMF, or other CMH funds used to support this project. External support is defined as requested funding from outside agencies/organizations.

Sponsor Name- Name of the agency/organization providing support for this project. It is important to note that if funding is coming from another organization (i.e. subcontract), but involves federal funds, indicate the name of the subcontracting agency followed by the name of the federal agency (i.e. Subcontract from Northwestern University/NIH).

Type of Sponsor: Check only one box.

Type of Proposal: Check only one box. See below for explanation of proposal types:

New: A proposal submitted for the first time with a unique workscope, might be a multiyear project.

Resubmission: Resubmission of a proposal that has undergone revision in response to comments from the sponsor. This also includes proposals that were officially rejected during a prior submission and are being resubmitted.

Continuation: Request for continued support from a sponsor for a previously awarded project. Such a request is generally contingent upon an investigator making satisfactory progress and the sponsor having the available funds. This type of proposal is often referred to as a **non-competing continuation**.

Renewal: A proposal to continue support of a project beyond the initial commitment made when the award was issued. A renewal generally requires submission of a new proposal to the sponsor and requires competitive review. This type of proposal is often referred to as a **competing continuation**.

Supplement: A request for an increase in the amount of funding with or without an extension of time for an existing project.

Revision: A request has been made to the sponsor for a currently funded project to expand or revise the aims with additions to the budget.

Type of Award: Check only one box. (Not applicable to internal funding sources)

Grant: A financial assistance mechanism providing money, property or both to an eligible entity to carry out an approved project or activity. The terms of a particular grant determine how that grant is processed and used.

Contract: An agreement, not specifically designated by the sponsor as a grant or cooperative agreement, which obligates CMH/CMRC to provide research in exchange for payment of funds or other valuable considerations.

Subcontract: A collaborative arrangement in support of a research project in which some portion of the programmatic activity is carried out through a formalized agreement between the grantee and one or more other organizations that are separate legal entities, administratively independent of the grantee. This is often referred to as a **consortium agreement**.

Clinical Trial: An investigation of a drug or device using human subjects sponsored by external sources

Clinical Trial – PI Initiated: An investigation of a drug or device using human subjects sponsored by external sources that has been initiated by the PI.

Cooperative Agreement: An agreement created by the Federal Government to permit several different federal and state agencies to financially support a specific project. Substantial involvement is expected between the executive agency and the recipient when carrying out the activity contemplated in the agreement.

Fellowship: Grant support for a fellow or postdoctoral fellow.

Current Budget Period: This is defined as the initial period, generally a year (year one) of a proposal/protocol or current period (i.e. continuation period). In this section, you should include the period of time for either the initial budget period or current period. Please indicate the current project period from start to end.

Facilities and Administrative Costs (F & A): The current rate may be found on OSP's website at <http://www.childrensmrc.org/researchadministration/officeof-sponsoredprograms/ff/> . This is often referred to as indirect cost rate. Please contact OSP, Grants and Contracts (<http://www.childrensmrc.org/researchadministration/officeof-sponsoredprograms/staff/>) for further information about exceptions to the established rates.

Entire Budget Period: This section will only be filled out for **New**, **Renewal** and **Revision** proposals. Please indicate the entire project period from start to end.

Participation of Principal Investigators, Co-Investigators and/or Faculty: Listed persons in this section should be only investigators and/or faculty. Do not include other personnel such as Support Staff, Research Assistants, Lab Technician's etc.

List all individuals that fall into this category indicating their name, department and division/core. Also, specify by individual if Principal Investigator, Co-Investigator, Faculty, or both. Finally, indicate the percent of effort on project that is paid or not paid by sponsor. Percent of effort is defined as the percent of time that is spent on **this** project in proportion to your **total effort on all Children's activities**.

For example, based on 100% time (i.e. 40-hour workweek.)

- 10 hours (25%) per week budgeted- % effort paid by sponsor = 25%
- 4 hours (10%) per week additional contributed time- % effort not paid by sponsor = 10%

Commitments: Please answer all questions in this section. Be sure to attach additional documents where requested.

Useful links for this section:

- CMRC Office of Sponsored Programs
<http://www.childrensmrc.org/researchadministration/OfficeofSponsoredPrograms/>
- IRB, IACUC, IBC
<http://www.childrensmrc.org/researchadministration/oric/>
- Policy on Significant Financial Interests
http://www.childrensmrc.org/uploadedFiles/Research_Administration/Senior_VP_and_Chief_Operating_Officer/conflict_of_interest_policy.pdf?n=5870

Signatures: The Principal Investigator, Co-Investigators and Faculty, his/her Division Head/Program Leader and Department Head (s) listed must sign the Proposal/Protocol Routing Form. Please allow enough time so that all necessary signatures are obtained. Forms without the required signatures will not be accepted for final signature by the OSP Authorized Institutional Official.

REMINDER- OSP requires that all proposals/protocols be submitted to OSP for final signature 7 business days prior to the sponsor due date.