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| UNE_wtype_vertical_Blk | **PROPOSAL TRANSMITTAL FORM**  ***Overview of Proposal*** The Office of Sponsored Programs “Pink Sheet” | Page 1 of 4 *Revised 6/18/2020* |

# UNE_wtype_vertical_Blk

This form must accompany all requests for extramural support submitted by UNE Faculty/Staff. Please submit the complete application with final proposed budget and any guidelines/instructions provided by the funding agency to OSP five (5) business days prior to the mailing date. All signatures except Research Administration should be on this form before arriving at OSP. **All proposals must be reviewed and approved by OSP prior to submission.**

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| **1** | **UNE Information** | | | | | | | | | | |  | **2** | **Due Date** | | | |
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| PI/PD Name: | | |  | | | | | | | | |  | Due Date: | | |  | |
| UNE College: | | | |  | | | |  | | |  |  | Full application, including signed Pink Sheet, is due to OSP five business days prior to due date. | | | | |
| PI/PD Phone: | | |  | | | | | UNE Dept | | |  |
| Title of Project: | |  | | | | | | | | | |  | Is this a paper submission? | | | | |
|  | **3** | **If this is a subaward** | | | |
| Project Period: | | | | |  | | | | to |  | |  |
| Campus/Site of work: | | | | | | |  | | | | |  | Prime PI: | |  | |  |
| Funding Agency: | | | | | |  | | | | | |  | Prime Org: | |  | |  |

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| **4** | **Applying from Center of Excellence?** | **5** | **Submission Type** | **6** | **Activity** | **7** | **Mechanism** |
|  | CEAH |  | New |  | Research |  |  |
|  | CEPH |  | Resubmission |  | Service |  | Grant |
|  | CEN |  | Competing Renewal |  | Training |  | Contract |
|  | INAS/UNE-North |  | Revised Budget Only |  | Clinical Trial |  | Subcontract |
|  | SMEP |  | Other (Describe): |  | Conference/Workshop |  | Other |
|  | CECE |  |  |  | Other (Describe): |  | (Describe): |
| Note: Center Director/APRS sigs. | |  | |  | |  | |

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| **8** | **Involving Human Subjects?** | **9** | **Involving Vertebrate Animals?** | **10** | **Involving any of the following?** | **11** | **Involving any of these materials?** |
|  | No |  | No |  | Infectious agents? |  | Hazardous or Radioactive? |
|  | Yes (check one:) |  | Yes (check one:) |  | Recombinant DNA? |
|  | Contacted IRB |  | Contacted IACUC |  | Select agents/toxins? |  | Biological Hazards? |
|  | Submitted to IRB |  | Submitted to IACUC | If YES for any, you MUST contact the Institutional Biosafety Committee at x2244 prior to submission. | | If YES for any, you MUST contact Environmental Health at x2488 prior to submission. | |
|  | IRB approved |  | IACUC approved |
| Date of contact: | | Date of contact: | | Date of contact: | | Date of contact: | |

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| **12** | **Space:** If funded, will you require **extra** office/work space on campus or will you require **renovations** of existing space? | | | | **If Yes to #12:** | You MUST follow up with Alan Thibeault in Facilities and fill out their form “Space Request, Renovation, or Change of Use Form”. **Have you?** | | | |
|  |  | Yes |  | No |  |  | Yes |  | No |

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| UNE_wtype_vertical_Blk | **PROPOSAL TRANSMITTAL FORM**  ***Budget Information*** The Office of Sponsored Programs “Pink Sheet” | Page 2 of 4 |

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| **13** | | **Project Budget** | | | | | | | |
|  | | This is the amount requested for external funding (don’t include UNE cost-share or match, if any). | | | | | | | |
|  | |  | | Y01 | Y02 | Y03 | Y04 | Y05 | Project Totals |
| Direct Costs: | | | |  |  |  |  |  |  |
| Indirect\* (i.e. overhead/ F&A) Costs | | | |  |  |  |  |  |  |
|  | Rate Used:\*\*: | |  |  |  |  |  |  |  |
| TOTAL: | | | |  |  |  |  |  |  |

\* Indirect costs recovered will be distributed within UNE according to current Policy (see http://www.une.edu/research/sponsored/policies-forms).  
\*\* (effective 1 June 2020):UNE’s current on-campus indirect rate is 42.00% on a Modified Total Direct Cost base, and this must be used unless the funder expressly stipulates otherwise. OSP Policy is that the highest allowable funding agency rate be included in all extramural budgets.

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| **14** | | **Budget Relief to UNE** (Only complete if applicable) | | | | | | |
|  |  | Budget Relief is any grant monies which will relieve currently budgeted institutional funds (i.e. if grant will cover part of academic-year salary). Do not put matching or cost-share money here. | | | | | | |
|  | | | Y01 | Y02 | Y03 | Y04 | Y05 | Project Totals |
| Salary & Fringe Relief: | | |  |  |  |  |  |  |
| Other: | | |  |  |  |  |  |  |
| Other: | | |  |  |  |  |  |  |
| Other: | | |  |  |  |  |  |  |

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| **15** | **Course Buy-out or Faculty Time Committed** (only if applicable) | | | | | | |
|  | If asking for course buy-out, please list how many courses you are requesting to buy out per year.  NOTE: these must be approved in advance by Department Chair and Dean. If faculty from more than one college are committed, approval (can be via email, printed and attached here) from each Dean is required. | | | | | | |
| Faculty Member: | | Y01 | Y02 | Y03 | Y04 | Y05 | Project Totals |
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| **16** | **Does the proposed budget include cost-sharing or matching?** | | | | | | | | |
|  | No: |  | Yes: |  | |  |  |  |  |
|  | Skip the fourth page and go straight to the signatures. |  | a) Is it Voluntary or Mandatory: | | | | | |  |
|  |  |  |  |  | | Voluntary |  | Mandatory |
|  |  | Fill out last page of Pink Sheet (See page 4; Additional Signatures required) | | | | | | |

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| **17** | **Was the UNE Institutional Advancement Office involved  in the preparation of this proposal?** | |
|  |  | Yes, I collaborated with the IA Office. |

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| UNE_wtype_vertical_Blk | **PROPOSAL TRANSMITTAL FORM**  ***Signatures*** The Office of Sponsored Programs “Pink Sheet” | Page 3 of 4 |

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| **18** | | **PI/PD Assurance and Signature** | | | | | | | | | | | | |
|  | This assurance will be available to the sponsoring agency or other authorized HHS or Federal officials upon request:  (1) that the information submitted within the application is true, complete and accurate to the best of my knowledge; (2) that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties; and (3) that I agree to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of the application. | | | | | | | | | | | | |  |
|  | Further, I acknowledge that I am primarily and ultimately responsible for conducting and overseeing the approved scope of work, and for preparing and submitting to sponsor any project reports or other deliverables which may be required. I accept the obligations and commitments described in the proposal; I agree to perform the work in accordance with University policies and Sponsor requirements; and I agree to follow commonly accepted professional practices in conducting, recording, and interpreting the work. I further certify that: | | | | | | | | | | | | |  |
|  | (a) all UNE faculty and other professional employees named in the proposal have agreed to participate as described therein.  (b) I have read, and agree to comply with, the “University of New England Investigator Significant Financial Interest Disclosure Policy for Sponsored Projects” (http://www.une.edu/research/sponsored-programs/policies-forms/financial-conflict-interest), and have determined that (check one): | | | | | | | | | | | | |  |
|  |  | | Neither I nor any other investigator on this project have any significant financial interest that requires disclosure at this time; I understand that I must update this determination at any time that a disclosable conflict arises. | | | | **OR** | |  | I have attached a UNE Significant Financial Interests Disclosure Form with related documentation, and agree to provide an annual update as required by UNE Policy. | | | |  |
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|  | Principal Investigator/Project Director Signature | | | | | | | | | | | Date | |  |
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| **19** | | **Department Chair or Center Director \*** | | | | | | | | | |
|  | I have reviewed this proposal and find it consistent with institutional policies and resources for Personnel Commitment, Equipment, Available Space, and Budget. | | | | | | | | | |  |
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|  | Department Chair / Center Director’s Signature | | | | | | | | | Date |  |
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| **20** | | **Dean or APRS \*** | | | | | | | | | |
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|  | Dean or APRS Signature | | | | | | | | | Date |  |
|  |  | \* Center Director and Associate Provost for Research and Scholarship (APRS) signatures are required in lieu of Dean and Dept. for any Center application. Please see http://www.une.edu/research/sponsored/policies-forms for indirect distribution. | | | | | | | | | |

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| **21** | | **Director of Research Administration Approval** | | | | | | | | | |
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|  | Director of Research Administration’s Signature | | | | | | | | | Date |  |
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**NOTE: Signatures on this page denote approval of any match or cost-share identified on page 4.**

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| UNE_wtype_vertical_Blk | **PROPOSAL TRANSMITTAL FORM**  ***Cost-Sharing/Matching (only if needed)*** The Office of Sponsored Programs “Pink Sheet” | Page 4 of 4 |
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***Do not fill out this page unless you have cost-share or matching.***

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| **22** | **Project Match/Cost-share**  PI shall list ALL costs which UNE will cover, broken out by budgetary account source  (i.e. provide the Banner number for the Dept. salary line or Dean’s office supply line)  Note that PI must obtain a signature approval for each Banner account. | | | | | | | | | | | | | |
| Item  (eg salary) | | Banner account | | | Amount  Y01 | | Amount  Y02 | Amount  Y03 | | Amount  Y04 | Amount  Y05 | Total $ | Signature Approval  (required for each account\*) | |
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| **Comments** | | |  | | | | | | | | | | | |
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| \* The signature of whomever has budget authority for the account to be used for cost-share, typically a Dean or Vice President. | | | | | | | | | | | | | |  |
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| **23** | **Fiscal Affairs Approvals**  For hard-dollar match only.  OSP will obtain these signatures once this form, with all other signatures, is provided. | | | | | | | | |
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|  | Director of University Budgeting | | | | |  | Vice-President for Fiscal Affairs  (needed when match exceeds $10,000) | |  |
| **Comments** | |  | | | | | | | |
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