



PROPOSAL ROUTING AND APPROVAL FORM (PRAF)

OFFICE OF SPONSORED PROGRAMS – osp@lsu.edu

Today's Date _____ Mailing Deadline* _____ LSU Proposal Number** _____

* 3 business days (minimum) prior to proposal mailing deadline is required for OSP review.

** OSP provides LSU Proposal Number for new proposals. For revisions, continuations or supplements insert original LSU Proposal Number.

Project Title: _____

Principal Investigator (PI): _____ **E-mail** _____ **Ph** _____

Contact (if other than PI): _____ **E-mail** _____ **Ph** _____

Sponsoring Agency: _____

If Subcontract to LSU, indicate Original Sponsor: _____

Program Name: _____ **CFDA #:** _____

Indicate Website or attach RFP: _____

Proposal Type: New Revision Continuation Supplemental Renewal Preproposal/NOI **Project Duration:** _____

Project Type: Research Instruction Public Service Scholarship/Fellowship **Project Start Date:** _____

BUDGET INFORMATION

\$ _____ TOTAL FUNDS REQUESTED	_____ % Fringe Benefits Rate (applied to salaries only)
\$ _____ LSU MATCH (budgeted)	_____ % Facilities & Admin. Cost (F&A) Rate (Requested Funds)
\$ _____ EXTERNAL MATCH (budgeted) (letter required)	_____ F&A Rate Base Type (Requested Funds) (MTDC/TDC/S&W)
Generally, all matching funds should be identified in the budget. If your proposal includes cost sharing/ matching funds not included in the budget, identify below:	F&A Rate Information:
\$ _____ LSU MATCH (not budgeted)	<input type="checkbox"/> State Agency
\$ _____ EXTERNAL MATCH (not budgeted) (letter required)	<input type="checkbox"/> On Campus <input type="checkbox"/> Board of Regents
	<input type="checkbox"/> Off Campus(attach justification) <input type="checkbox"/> Sponsor Limited(attach sponsor policy)
	<input type="checkbox"/> \$10,000 or less <input type="checkbox"/> Other Reduction(attach ORGS approval)

SPECIAL APPROVALS/PROPOSAL INFORMATION

For additional information on special approvals/proposal information questions, and a list of authorized signatories for each special requirement, consult the OSP website: www.lsu.edu/osp. Special committee approval signatures are required prior to submission of proposal to OSP.

YES/NO	YES/NO
<input type="checkbox"/> <input type="checkbox"/> PreK-12 School Involvement?	<input type="checkbox"/> <input type="checkbox"/> Facility renovation required? If yes, insert dollar amount for renovation: \$ _____
<input type="checkbox"/> <input type="checkbox"/> Electronic proposal submission required?	<input type="checkbox"/> <input type="checkbox"/> Special Facilities/Services required not under the control of the Investigators? List here and document approval of use: _____
<input type="checkbox"/> <input type="checkbox"/> International Activities included?	<input type="checkbox"/> <input type="checkbox"/> NSF/PHS Proposals Only: Financial Disclosure: Are there any persons not named on this Form who are responsible for design, conduct or reporting of the project? If yes, you must ensure they are aware of the Significant Financial Interest Disclosure requirement.
<input type="checkbox"/> <input type="checkbox"/> RFP/Announcement includes award terms and conditions? If yes, attach copy.	
<input type="checkbox"/> <input type="checkbox"/> Proposal budget includes a subcontract to an external organization/university? If yes, attach detailed budget and letter of collaboration from Authorized Official of external organization/university.	

YES/NO	SPECIAL COMMITTEE APPROVAL SIGNATURE:	DATE:
<input type="checkbox"/> <input type="checkbox"/> Radioisotopes or radiation sources used (includes use of CAMD Beamline)?	RADIATION PROTECTION OFFICER:	_____
<input type="checkbox"/> <input type="checkbox"/> Classified material?	RESEARCH POLICY COMMITTEE:	_____
<input type="checkbox"/> <input type="checkbox"/> New courses or programs proposed?	ACADEMIC AFFAIRS:	_____
<input type="checkbox"/> <input type="checkbox"/> Extra compensation proposed? (summer salary excluded) Submit request letter to VC for Research/ORGS, through HRM 304 T. Boyd	VICE CHANCELLOR FOR RESEARCH & GRADUATE STUDIES:	_____
<input type="checkbox"/> <input type="checkbox"/> Sponsor claims rights to intellectual property, or project involves a material transfer agreement?	DIRECTOR, OFFICE OF INTELLECTUAL PROPERTY:	_____
<input type="checkbox"/> <input type="checkbox"/> Human subjects/ records/samples? <input type="checkbox"/> Exempt <input type="checkbox"/> Approved <input type="checkbox"/> Received for Review <input type="checkbox"/> Recommended for Exemption Exempt # _____ IRB# _____ Expires _____	HUMAN SUBJECTS SCREENING COMMITTEE/INST. REVIEW BOARD (IRB):	_____
<input type="checkbox"/> <input type="checkbox"/> Vertebrate Animals used? <input type="checkbox"/> Just-in-time Review <input type="checkbox"/> Received for Review <input type="checkbox"/> Exempt <input type="checkbox"/> Approved IACUC# _____ Expires _____ Exempt # _____	INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC):	_____
<input type="checkbox"/> <input type="checkbox"/> Recombinant DNA, agents infectious to humans, plants, and/or animals, including select agents? <input type="checkbox"/> Exempted <input type="checkbox"/> Approved <input type="checkbox"/> Received for Review	INTER-INST. BIOLOGICAL & RECOMBINANT DNA SAFETY COMM. OR RESPONSIBLE OFFICIAL (RO)/ALTERNATE RO	_____

The Principal Investigator/Project Director (PI/PD) is responsible for completing this Proposal Routing and Approval Form (PRAF) for each proposal. The PRAF is used to gather information necessary to certify that proper parties are informed about, and take responsibility for the project, and to obtain appropriate internal academic and administrative approvals. The PRAF is not sent to the sponsor. Please do not use copies of the form with pre-entered responses. For assistance with this form consult the OSP Website: www.lsu.edu/osp, or contact OSP. Submit two copies of the following to OSP: 1) completed PRAF with any special approvals/proposal information, 2) budget & budget justification, and 3) sponsor forms which require financial information and/or Authorized Representative signature including proposal cover sheet.

OSP PRAF 01-09-2007 (Supersedes all previous versions)

OSP REVIEW CONSISTS OF (1) COMPLETED PRAF, (2) BUDGET & BUDGET JUSTIFICATION SECTION OF PROPOSAL AND (3) OTHER AGENCY REQUIRED FINANCIAL INFORMATION. Approval of this proposal by the Office of Sponsored Programs on behalf of the University is contingent on the PI/PD(s) having disclosed on this form all special requirements associated with this project, and the certifications by the PI/PD(s), Chair/Head(s), and Dean/Director(s).

YES NO **PI REQUESTS ADDITIONAL OSP REVIEW OF COMPLETE PROPOSAL FOR ADHERENCE TO SPONSOR GUIDELINES. IF LEFT BLANK, "NO" IS ASSUMED.**
 Available for proposals submitted timely in accordance with LSU's internal proposal deadline policy, see OSP website, www.lsu.edu/osp; OSP Guide, Section II A.2 and II A.3

CERTIFICATION/APPROVALS

By signature below, Principal and Co-Investigators certify that:

- (1) to the best of their knowledge, information provided in the proposal and on this form is accurate and complete;
- (2) cost sharing/matching funds identified in the proposal and budget are committed and/or budgeted;
- (3) the proposal complies with federal regulations including standards for integrity of research, RFP/Announcement requirements, and University Policies and Procedures;
- (4) Investigators have read and complied with the LSU Policy on Disclosure of Significant Financial Interests;
- (5) the principal investigator, co-investigators, or anyone involved in the sponsored activity is not presently debarred, proposed for debarment, suspended, declared ineligible, or voluntarily excluded from transactions by the federal department, or agency;
- (6) they are aware of no circumstance invalidating the legal certifications in the proposal to be made on behalf of the University;
- (7) if the proposal is funded and accepted by University, the project will be conducted in accordance with the terms and conditions of the sponsoring agency, and University policies, including, but not limited to proper stewardship of funds, submission of technical reports and deliverables, disclosing inventions to University's Office of Intellectual Property, and adhering to all Federal compliance requirements;
- (8) the principal investigator will maintain a copy of the complete, original proposal and if funded, will forward a copy to the Office of Sponsored Programs upon receipt of the award; and
- (9) for NIH/PHS proposals: they understand that any false, fictitious, or fraudulent statements or claims may subject the PI to criminal, civil, or administrative penalties.

By signature below, Dept. Chairs/Heads, Deans/Directors certify that:

- (1) the proposed activities are appropriate to the research, instruction or public service mission of the individuals, units & University;
- (2) the necessary resources for the project, including percent of investigator(s) effort, cost sharing/matching funds identified in the budget, and space and/or facilities are committed and/or budgeted; and
- (3) they agree to the indicated split of % F&A Distribution and % Project Credit. % F&A Distribution and % Project Credit for all investigators must each equal 100%.

NAME OF PI/CO-PI(s), DEPT. CHAIR/HEAD(s), & DEAN/DIR(s) [Print or Type Name(s)]	UNIT (Department or Institute)	ROLE (PI/CO-PI, Chair, Dean, etc.)	% F&A Distribution (by PI / CoPI)	% Project Credit (by PI / CoPI)	SIGNATURE	DATE
		PI/PD	%	%		
			%	%		
			%	%		
			%	%		
			%	%		
			%	%		
			%	%		
			%	%		
			%	%		

ALL PI/CO-PI'S, AND THEIR RESPECTIVE DEPT. HEAD AND DEAN MUST SIGN ATTACH ADDITIONAL SIGNATURE PAGES (COPY PRAF PAGE 2) IF NECESSARY

INSTITUTIONAL APPROVAL: **BY: OFFICE OF SPONSORED PROGRAMS** **DATE:**

OSP NOTES: