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| **LOYOLA UNIVERSITY MARYLAND PROPOSAL ROUTING FORM****(Note: This form is for internal use only. Do not send to the sponsor/collaborator.)** | Proposal Deadline:      |
| **INVESTIGATOR(S) INFORMATION** |
| Grouped Proposal ID      | Principal Investigator      | Telephone:      | Fax:       |
| Principal Investigator      | Department:      |  |  |
| Co-PI(s), that is, others who are responsible for the scientific or technical direction of the project (include department, or affiliation if not Loyola):      |
| Key Personnel, that is, others who contribute specialized skills but whose contribution is less than a Co-PI(s), e.g. an evaluator, specialized technician, etc.      |
| **PROPOSAL OVERVIEW** |
| Project Title:      |
| Project Period:Start:       End:       | Grant Agency and Program Name (list solicitation webpage, if available):      |
| Project type (Pick one): [ ] Research [ ] Instructional [ ] Academic Support [ ] Outreach/Public Service [ ] Other: Describe:        If scientific research, please indicate whether the research is: [ ] Basic [ ]  Applied [ ]  Other: Describe:       |
| Proposal Summary or Abstract:      |
| **BUDGET DATA** |
| Overview (A detailed budget must be attached): |
|  | Total Request | Year One  | Year 2 | Year 3 | Year 4 | Year 5 |
| Grant Funds Requested: | $      | $      | $      | $      | $      | $      |
| Total Indirect Costs Requested: $       What is the indirect cost rate used: [ ]  Federally negotiated indirect cost rate [ ]  The agency will not pay indirect costs [ ]  Other - Describe:       |

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| **Cost Share**: Cost share commitments should not be made unless necessary, particularly in the case of cash match. Loyola is required to document all cost share commitments. The department committing to cost share will be responsible for providing the stated resources upon award. The PI will be responsible for working with Finance to document the financial transactions and/or in-kind contributions that fulfill the cost share commitment during the grant period.Is the cost share required? [ ]  Yes [ ]  No  |
|  | Description | Amount | Cash | In-kind | Funding Source (e.g. dean, dept.) |
| Year 1 |       | $      |       |       |       |
| Year 2 |       | $      |       |       |       |
| Year 3 |       | $      |       |       |       |
| Year 4 |       | $      |       |       |       |
| Year 5 |       | $      |       |       |       |
| Total |       | $      |       |       |       |
| INSTITUTIONAL IMPACTS (Attach explanations as needed) |
| No | Yes | Will this proposal: |
| [ ]  | [ ]  | Require course release(s)? If so indicate who will receive course release(s) and the number of releases per year for each individual for each year of the grant. (If other than 3 credit classes, please indicate number of credits.)      |
| [ ]  | [ ]  | Satisfy the grant submission requirement for a Tenure-track Research Leave? |
| [ ]  | [ ]  | Require new hires other than students? Describe:       |
| [ ]  | [ ]  | Result in the purchase of major equipment? Describe:       |
| [ ]  | [ ]  | Require additional office, lab, or other facilities or room modifications? Describe:       |
| [ ]  | [ ]  | Involve technology use that will require extensive support from Technology Services? Describe:       |
| [ ]  | [ ]  | Require any other special needs? Describe:       |
| COMPLIANCE REQUIREMENTS (Attach explanations as needed) |
| No | Yes | Will this proposal: |
| [ ]  | [ ]  | Involve the use of students? |
| [ ]  | [ ]  | Involve work that may result in a patent or involve proprietary or confidential information? |
| [ ]  | [ ]  | Involve participation and/or subcontracts with other institutions/organizations? List:       |
| [ ]  | [ ]  | Involve the use of chemical/physical hazards (including toxic or hazardous chemicals, radioactive, material, biohazards, pathogens, toxins, recombinant DNA, oncongenic viruses, tumor cells, etc.)? |
| [ ]  | [ ]  | Involve international travel, collaboration, export, international student participation? |
| [ ]  | [ ]  | Use Animal Subjects?Date IACUC Protocol Submitted:       Date IACUC Protocol Approved:       |
| Will this research involve human subjects such that IRB approval is likely needed [Human Subjects Research - Office of Research and Sponsored Programs - Loyola University Maryland - Loyola University Maryland](https://www.loyola.edu/department/orsp/irb/application-process-overview/human-subjects-research)? Yes [ ]  Please proceed to items b to e. No [ ]  Please proceed to the next block Not Sure [ ]  Please contact ORSP to resolve this matter before proceeding with your grant application1. Please paste in the language your granting agency has regarding *the need for* IRB certification
2. Please paste in the language the granting agency has regarding *notification of funding and the deadline for providing* *IRB* and other forms of certification
3. The Loyola IRB is constituted of 6 reviewers, including a non-Loyola member. IRB applications are processed sequentially as they are submitted. Reviewers have the full defined [timeframe](https://www.loyola.edu/department/orsp/irb/application-process-overview) to complete reviews, although most beat it. When a complete application is submitted, it is assigned to a reviewer or reviewers (depending on its status).  If your research involves special classes of participants (inmates, children, persons with mental disabilities) federal law may require reviewers with specific competencies to evaluate it.  Please note that it is possible for your application to arrive at the IRB and all relevant reviewers to be working on other applications. *Thus, the Loyola IRB strongly recommends that applications be submitted* *no less than 30 days before granting agency deadlines* to accommodate the need to respond to reviewer questions and requests.  I am aware that should I submit my application with an inadequate buffer of time, the IRB may not be able to meet the granting agency deadline.

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| INVESTIGATOR(S)/PROJECT DIRECTOR(S) DISCLOSURES AND ASSURANCESPI’s/Co-PIs/Key Personnel must submit a Conflict of Interest Disclosure Form (see the ORSP website) as an attachment to this form unless the proposal is being submitted for a fellowship that will provide an award directly to the investigator. |
| **Principal Investigator/Project Director/Co-investigator(s)**: I certify that the information provided on this form is accurate and complete as of this date. I agree to accept responsibility for the conduct of the project and for provision of required technical reports if an award results from this application. Further, my signature below certifies that: 1) I am not delinquent on any federal debt; 2) I am not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transactions by any federal department or agency; 3) I will adhere to federal regulations regarding lobbying activities; 4) I agree to abide by all applicable Loyola University Maryland policies as published in the Faculty Handbook and the Loyola Grant Handbook; and 5) I agree to be bound by the terms and conditions of the outside grant or contract which supports this proposed activity. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PI/PD Signature Date Co-inv. Signature Date Co-inv. Signature Date |  |
| INSTITUTIONAL REVIEW |
| **Department Chair:** I have reviewed the application. Professional time allocations are realistic as described. Commitments made on behalf of the department, such as course release or department funds, can be accommodated.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_For Dept. of PI/PD Date For Dept. of Co-inv. Date For Dept of Co-inv. Date |
| **After obtaining the chair's signature, deliver the original application and routing sheet to the Office of Research and Sponsored Programs, KH-102, for the completion of the routing process.** |
| **Office of Research and Sponsored Programs**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_For ORSP Date |
| **Dean**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Dean Date  |
| **If required:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** VP for Academic Affairs (Authorizing Official) Date |
| **NOTICE: Proposals are to be submitted to the Office of Research and Sponsored Programs at least 5 working days prior to agency deadlines to ensure timely delivery to the funding agency. For purposes of the Tenure-track Research Leave Program proposals are to be submitted 10 working days prior to the agency deadline.** |