SSW Proposal Checklist for PeopleSoft Data Entry

Kindly fill in the blanks or check boxes for the following questions and provide the necessary attachments at least 7 business days before a proposal is due to the external agency.

Due Date:_____ **Type of Due Date** ☐ **Receipt** ☐ **Postmark** ☐ **Self-imposed** ☐ **Other**_____

Time Deadline (if applicable)_____ ☐ AM ☐ PM **Time Zone** ☐**Eastern** ☐ **Central** ☐ **Mountain** ☐ **Pacific**

INVESTIGATORS

Investigator(s)	Role	Shared Credit**	Department
		100	

**Must equal 100% for each proposal. Call 573-882-5613 if an explanation of shared credit is needed. This is NOT effort.

PROPOSAL INFORMATION

Project Title: _____

Project Begin Date: _____ **Project End Date:** _____

Sponsor _____

Proposal Type: ☐ New ☐ Renewal ☐ Resubmission ☐ Continuation ☐ Supplement

Project Classification: ☐ Research Basic ☐Research Applied ☐ Instruction ☐ Other Sponsored Activity

Key Word(s) Suggestion: _____

_____

COMPLIANCE ISSUES

IRB Status: ☐ Pending ☐ Approved **Date Approved:** _____ **IRB Assurance Number:** _____

Exempt? Please check the appropriate exemption number. ☐ **1** ☐ **2** ☐ **3** ☐ **4** ☐ **5** ☐ **6**

Other: _____

BUDGET

Work with the grant writer to finalize a budget for your project. If the agency or sponsor does not allow for full F&A recovery, please explain and provide documentation.

_____

_____

PEOPLESOFT CHECKLIST

Please answer the following questions:

- Is this a MULTI-UM campus project? ☐Yes ☐No
- Is this project related to a University License or assigned patent? ☐Yes ☐No
- Will this project produce discoveries or inventions that may result in a patent? ☐Yes ☐No
- Is the principal investigator requesting extra compensation? ☐Yes ☐No
  (Extra compensation is NOT summer salary or salary savings.)
- Will space that does not currently exist be required for this project? ☐Yes ☐No
- Does this project have sponsor proprietary information? ☐Yes ☐No
- Are you requesting release time? ☐Yes** **If so, from _____ to _____ ☐No
  (Release time is NOT course buy-out.)
- Is this related to a previous proposal? ☐Yes** **If so, Proposal #_____ ☐No
  (Mark yes if a revision, continuation, resubmission or supplement.)
- Does this project require computing, data storage, or data networking capabilities exceeding those of routine desktop computing? ☐Yes ☐No
- Does this project involve the use of human embryonic stem cells (hESC)? ☐Yes ☐No
- Is this project related to Food for the 21st Century? ☐Yes ☐No
- If this proposal is awarded, may it be included in the Model Proposal File, available for campus use? ☐Yes ☐No
- Does the sponsor require foreign national approval or stipulate that no foreign nationals be allowed to work or be associated with the project? ☐Yes ☐No
- Does this project involve travel to or shipping of materials to destinations outside the United States? ☐ Yes, Place(s)_____ ☐No
- Does the project involve any entity (sponsor, collaborators, consultants, suppliers, etc.) outside the United States? ☐Yes ☐No
- Is there cost share associated with this proposal? ☐Yes** ☐No
  **If so, is this ☐voluntary or ☐required?

SUBMISSION

Method ☐ Electronic or email only ☐ Electronic and mail originals ☐ Overnight ☐ US Postal Service
☐ Fax only ☐ Fax and mail originals
(Note: ***If the destination is in Missouri, please do not request overnight***; FedEx ships to TN before shipping back to Jefferson City; USPS is faster.)

Special Mailing Instructions & Notes: _____

Number of Copies required to be mailed to the agency: Original & _____ Copies

ABSTRACT OR RELEVANCE STATEMENT

Please attach or insert below an abstract/summary or relevance statement.

Press to clear all entries