

**Office of Research and Sponsored Programs  
Proposal Routing and Approval Form (PRAF)  
Completion Guidelines**

**1. INVESTIGATOR INFORMATION**

- **Principal Investigator/Project Director (PI/PD):** Click on the search icon, type in the PI/Co-PI's last name and select from the options. *If the PI/Co-PI is not listed in the database, please contact RSP for assistance.* The PI/Co-PI department and contact information will automatically populate once the name is selected.

**2. PROPOSAL INFORMATION**

- **Resubmission** – Indicate if the proposal is a resubmission.
- **Proposal Type** - Select from *New, Other, or Renewal*.
- **Project Title** – Type in your proposal title.
- **Total Project Period** – Indicate the starting and ending dates of your proposal.
- **Agreement Type** – Select from Contract, Cooperative Agreement, or Grant.
- **Sponsor/Agency** – Click on the search icon, type in the funder name and select from the list. For ease of searching, use the first part of the funder/agency name as in most cases it should open the list. *If the funding agency is not listed, please contact RSP for assistance.*
- **Foreign Source** – Indicate if the source of funding is foreign (outside the United States).
- **Sub-award** – Using the search icon, please click and enter the name of the prime/lead organization then select from the list. *If the organization is not listed, please contact RSP for assistance.*
- **Funding Opportunity/Program Title** – Use the search icon to type in the funding opportunity/program title, then select from the list. *If your program is not listed, please search for and select “UNKNOWN”.*
- **Sponsor Deadline** – Enter the submission deadline indicated by the funder. If a time deadline is available, please indicate the time.
- **Type of Deadline** – Indicate whether the deadline is Electronic/Time Stamp, Postmark Date or Receive by Date.
- **Submission Method** – Indicate if your submission is by an electronic submission system (such as grants.gov), by email, or by hard copy sent in the mail.
- **Submission Responsibility** – Indicate if the submission will be done by you as the PI or by RSP.
- **Project Function** – Select from the list the function of the program you are proposing.
- **Involves** – Indicate if your program/project involves pre-K – 12 education, and/or is an interdisciplinary collaboration.

### 3. BUDGET AND COST SHARING

- **Budget Periods** – Enter the budget totals for the First Year and for Total Years for:
  - a) Total Direct Costs
  - b) F&A (Indirect) Costs
  - c) Total Cost Share/Match Commitment
  - d) Total Project Costs

- **F&A (Indirect) Cost Rate**

Select the applicable indirect cost rate from the list. Please note that all proposals submitted on behalf of UNI must utilize the full on campus rate of 35.1% or off campus rate of 13.15% depending on the physical location of the program's offices/facilities. A rate reduction is allowable if limited by the Sponsor/Funder.

Select the base for your indirect costs from:

**MTDC** - Use the Modified Total Direct Costs, MTDC if your budget includes items that are exempt from indirect costs such as equipment costing \$5,000 or more, or participant support costs. These waivers are usually indicated in the Request for Proposals issued by the funder. RSP can also assist you in the application of indirect costs to your proposal.

**TDC** – Total Direct Costs will include all direct costs. This is used when there are no exemptions from direct cost, typically when there is a reduced F&A rate.

**Other** – Select this for any other indirect cost rate base.

- **Sub-awards/subcontracts** – Indicate if your budget includes funds for a sub-award/sub-contract to a third party.
- **Project Income** – Indicate if your project will generate any income. Project/Program Income is income earned by a grant recipient from activities which are supported by the direct costs of an award. It includes, but is not limited to: fees earned for services performed under the grant, revenue generated from conference fees, the sale of conference materials, royalties from patents and copyrights, and income from the sale of research materials.

### 4. COMPLIANCE CERTIFICATION AND SPECIAL APPROVAL

Answer either **Yes or No** for all 20 questions in this section. Selecting **Yes** will notify the various institutional approvers that will either be required to approve or to be notified of certain activities within your program/project.

## **5. ATTACHMENTS**

The following documents must be attached to the PRAF. Please note the indicated formats allowed for each attachment.

- a)** Scope of Work/Narrative
- b)** Budget
- c)** Budget Narrative
- d)** Request for Proposal/Grant Guidelines
- e)** Cost Share Form if applicable
- f)** Special Compensation Form if applicable

## **6. REVIEW AND SUBMIT**

This page will allow you to review the full PRAF as completed. If any edits are required, you may click “Go back to Form” and make the edits. If none, click “To Workflow Launch Page”.

## **7. WORKFLOW LAUNCH PAGE**

The final step in the process in order to submit the PRAF is to select the “Launch Workflow” button in the bottom of the Workflow Launch Page. If you have any difficulties locating the button, contact the RSP office for additional assistance.