

# Project Submission Transmittal Instructions

## GENERAL INSTRUCTIONS

The Project Submission Transmittal form shall accompany all proposals submitted for sponsored project funding. The transmittal provides a snapshot of information related to the project and captures the PI certification and approving signatures. All sections of the form must be completed.

## SPECIFIC INSTRUCTIONS

**PI:** Name of principal investigator for the project.

**Department:** Name of the PI department.

**Bldg/Rm Mail Stop:** PI's office address.

**Phone:** PI's phone.

**Fax:** PI's fax.

**Email:** PI's email address.

**Other contact name/phone/email:** A secondary contact (e.g. department administrator or department research coordinator).

**Project Title:** Official title as presented to the sponsor on the project abstract.

**Project Start Date:** Date for which work on the project is expected to begin (or a best estimate).

**Project End Date:** Date for which work on the project is expected to be completed (or a best estimate).

**Sponsor:** Name of organization to which the PI is applying for funds. If participating in a project as a subcontractor, list the name of the organization from which Drexel or DUCOM will receive funding.

**Is this pass thru funding?** Select: Yes—if the sponsor will receive funds for this project as a sub-recipient through another source. Select: No—if the proposal will be submitted **directly** to the primary funding source for the grant.

**Sponsor submission deadline (if applicable):** If responding to a Request for Proposal (RFP) the deadline will usually be included in the program announcement or application instructions.

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Action:

**New:** Select if applying for funding on a new project—not a currently active project that is being extended. Also select new if this is an existing project that is being submitted to a new funding source.

**Competing Renewal:** Select if funds for an additional budget period are sought on an active project.

**Non-Competing Renewal:** Select if additional funding will be available on a non-competing basis. The progress report should accompany the transmittal form—typically a multiyear grant on which only one year is awarded at a time.

**Supplement:** Select if funds are being sought for elements of the project that were not included on a previously awarded budget.

**Transfer In:** Select if an existing award will be transferred to Drexel or DUCOM from another institution.

**Recurring Contract:** Select if you are seeking funds for an existing project (often a service project) that is generally funded annually but for which there is no guarantee of funding.

**Is this a resubmission?:** Check yes if a similar proposal has been previously submitted to this sponsor.

**Is this a revision?:** Check yes if the sponsor has requested revisions to a proposal previously submitted.

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**REQUIRED Attachments:**

**Project Solicitation:** Attach the Request for Proposal (RFP) produced by the sponsor for program solicitation.

**Project Abstract:** Attach the narrative and other elements of the proposal required by the sponsor in order to apply for the funding.

**Project Budget:** Attach the Excel budget form or other applicable budget form that provides budget detail for each period along with a cumulative total for each line item.

**Conflict of Interest:** Attach a conflict of interest form—one form completed and signed by each PI and Co-I on the project.

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**OPTIONAL Attachments:**

**Cost Sharing Approval:** If cost sharing is planned to fund some of the project expenses, required by the sponsor (mandatory) or not required by the sponsor (voluntary), include a cost sharing approval form signed by the PI, department head, and the dean.

**Indirect Cost Waiver:** If the proposal seeks a waiver of indirect costs, complete the Indirect Cost Waiver Approval Form. Include a rationale for the waiver request and the signatures of the PI and the department head.

**Number of Co-Is on project:** List number of co-investigators serving on the project (make sure that each Co-I signs the Certification on page 2 of Transmittal Form and that a conflict of interest form has been signed and submitted by each Co-I).

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**Location of Project:** Check box to indicate whether work will take place on campus or off campus.

**Bldg and room#:** Location where work will take place.

**Does the space need renovation?:** Check yes if renovations are required to make the work location suitable for the project performance.

**Do you need additional space?:** Check yes if current available space is not sufficient.

**Will this project use Tenet Hospital facilities?:** Check yes or no.

**Tenet facility name(s):** List names of any Tenet Hospital facilities that will be used during the course of the project.

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**Required Compliance Protocols:** Check yes or no for each selection to indicate whether the proposal requires regulatory compliance approval for each of the listed subject areas.

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ITAR/EAR/etc.: [Refers to governmental laws related to International Traffic in Arms Regulations and Export Administration Regulations.]

**Is this proposal subject to export controls?:** Check the appropriate box to indicate whether the proposal submission is subject to ITAR or EAR.

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**Certifications (page 2 of transmittal forms):**

**GENERAL INSTRUCTIONS**

The primary investigator, each co-investigator, and their corresponding department head and dean must sign this form to certify their agreement with the statements listed on the form.

Include the distribution of credit for each PI and Co-I in the space provided. The total distribution must equal 100%.

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**Cost Sharing Approval Form (page 3 of transmittal forms) :**

GENERAL INSTRUCTIONS

The Cost Sharing Approval Form provides the detail and approvals with respect to planned expenses associated with a sponsored project that will not be funded through the sponsor. The Cost Sharing Approval Form is required for voluntary and mandatory cost sharing.

SPECIFIC INSTRUCTIONS

**Principal Investigator:** PI's name.

**Project Title:** Official title as presented to the sponsor on the project abstract.

**Sponsor:** Name of organization to which the PI is applying for funds.

**Does the sponsor require this cost sharing?:** Check yes if cost sharing is mandatory as stated by the project solicitation or RFP. Check no if the cost sharing is voluntary.

**If not mandatory, please provide an explanation for the requested cost sharing:** Explain why the cost sharing is necessary for project performance.

**Project Cost Description:** List each item for which cost sharing is requested.

**Amount:** List the amount for which cost sharing is requested.

**Fund-Org:** The cost center and organization to which the expense will be charged.

**Fund Administrator Signature:** Signature of individual with oversight and responsibility for the fund-org to which the cost sharing will be charged.

**Signatures required:** Requires the signatures of the PI, the department head, and the dean.

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**Project Specific Conflict Of Interest Forms (pages 4-6 of transmittal forms):**

GENERAL INSTRUCTIONS

Conflict of Interest forms are required for every project. A separate signed form must be signed by the principal investigator, each co-investigator, and each key personnel. A response of "yes" or "no" must be checked for each statement or question. List any entities with which there is a financial interest in the designated area at the bottom of the page.

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**Indirect Cost Waiver Approval Form (page 7 of transmittal forms):**

GENERAL INSTRUCTIONS

The Indirect Cost Waiver Approval Form lists University established indirect cost rates for the various categories of sponsored projects. Any projects for which the indirect cost rate will differ from the established rate requires that this form be completed.

In the designated space, provide the rationale for requesting a waiver of the established indirect rate. If the rate is restricted by the sponsor, attach the sponsor's written policy.

Signatures of the PI, department head, and dean are required.