**IPF Help page for RAMSeS**

This help page was designed to correspond to the various sections of the IPF. For all IPF questions please contact Reggie Rogers @ Ext. 2576.

**IMPORTANT**: Throughout the IPF you may see a magnifying glass icon () which signifies a look-up field. Simply click the icon and a pop-up window will appear to allow you to search from relevant databases.

An asterisk (\*) indicates that the question must be answered before the page can be saved.

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**Start New Proposal (General Information)**

* **\* Funding Agency**: Select in the pop-up window the Agency/Sponsor that will directly fund the research/project at WCU. Generally speaking, this is the Agency/Sponsor whose name will be on the check to WCU or to whom Contract & Grant Accounting (CGA) will send invoices. If the Sponsor is not listed, select “Organization Not Listed” and you may type in the name of the Sponsor.
* **Funding Opportunity/Sponsor Application Number**: (If applicable) enter the alphanumeric number provided by the Sponsor for this proposal.
* **Sponsor Program Name**: Name given by the Agency providing funds
* **Proposal Guideline URL**: (If applicable) enter the web address of the guidelines/instructions associated with the Sponsor's application.
* **Prime Funding Agency**: (If Applicable) the Prime Funding Agency applies when WCU receives a subgrant or subcontract from an intermediate funding source. (e.g., NIH awards a grant to Duke and Duke awards a subgrant to WCU. NIH is the Prime Funding Agency and Duke is the Funding Agency.)

**General Proposal Information**

* **\*Short Project Name**: This may be different than the "Project Title" and is used for tracking purposes.
* **\*Project Start Date**: Please use the calendar to select an initial start date.
* **\*Project End Date**: Please use the calendar to select a project end date.
* **\*Activity Type/Chess Code**: Please select the most appropriate activity type from the drop down list (e.g., Research, Training, Clinical Trial).
* **Proposal Type** (Please select one):
	+ *New*: Select if you are requesting new dollars NOT associated with an existing contract or grant.
	+ *Non-Competing Continuation*/*Progress Report*: Select if requesting release of dollars previously committed by sponsor/agency for an existing contract or grant.
	+ *Renewal (competitive)*: Select if requesting new dollars for continuation of an existing award to establish a new budget period.
	+ *Resubmission or Amendment*: Select if a previously submitted proposal is being reviewed for funding by the sponsor. The submission of a revised request would occur for the following reasons:
		1. Revised Personnel
		2. Revised Cost Share
		3. Revised Budget
* **Award Type:** Select the appropriate agreement.
* **\* Will this proposal be submitted electronically to the Sponsor?**: Indicate if this proposal is being submitted by some electronic method to the sponsor.
* *Select electronic method*: Choose one of the following: Grants.gov, website, email, other.
* *Does the sponsor require a paper copy of this proposal or any part there of?* Please indicate if any hard copy documentation is required to be submitted to the sponsor. If so, it will be necessary to bring such documents that need appropriate signatures (e.g. Dr. Scott Higgins is the Signatory Authority for external funding for WCU) to the Research Admin. Office.
* **\* Is this a SNAP?**: Please indicate if this proposal is being completed for a SNAP. For more information about SNAPs, working with NIH, and eRA Commons visit the [OSR eRA Commons website](http://research.unc.edu/offices/sponsored-research/faq/ramses-faq/DATA_RES_OSR_ERACOMMONS) at UNC.
* **\* Award Admin Department** (Lead Unit): Select the WCU Department that has the responsibility to manage the contract or grant. This unit will receive all CGA post award information such as monthly financial statements.
* **Affiliated Center/Institute**: Select other WCU Centers/Institutes that will contribute space, personnel, or equipment to this project.
* **Sponsor Deadline**: Enter the date by which the proposal must be received by the Agency/Sponsor. Generally Research Administration will review proposals in the order in which they are received; however, consideration is given to the sponsor deadline. Proposals should be received in the Research Administration bucket in RAMSeS no less than 5 work days in advance of the sponsor deadline to ensure proper review and timely submission.
* **Previous Acct/Fund Number** (6 digits, no hyphen): If this proposal amends, supplements, renews or continues an existing project, provide the most recent WCU Fund number. This information will assist in proposal review.
* **\* Title of Project**: Include the full title of the proposal which WCU is submitting to the Funding Agency. This title should match the title on the cover letter and face page to the sponsor and the abstract.

**Investigator/Research Team Information**

Provide the requested information about all individuals involved with this proposal. NOTE: The research team must include individuals named on the budget, as well as administrative contacts and investigators whose research protocols (human and animal) may be used on the project (if applicable). (See definitions below.)

* **Add Investigator Information**: Simply click the look-up icon and a pop-up window will appear to allow you to search the WCU database by last name. Please note- Lead Principal Investigator MUST BE entered first. If the individual cannot be found, select “Person Not Listed" at the bottom of the screen and a window will appear to allow you to add the individual manually. Please provide the person’s PID (if known), first name, last name, and click "Submit". For each research team member, enter the corresponding phone, email address, department, role (see below), and expected percentage of effort (see below). In addition, if an individual holds dual appointments and the wrong department was selected for this IPF, you may change the department.
* Roles:
	+ *Lead Principal Investigator*: Every proposal must have one (1) Lead Principal Investigator. This individual is responsible for the technical, regulatory and financial aspects of the project. Please verify that the person listed as the Lead PI is eligible to serve.
	+ *Fellow*: This individual is a student, pre or postdoc applying for a fellowship or support for dissertation research whose mentor is the Lead Principal Investigator on this proposal.
	+ *Investigator*: This individual is considered to be a primary contributor to the successful conduct of a research project; any person who is responsible for the design, conduct, or reporting of research.
	+ *PostDoctoral Research Associate:* This individual has received a doctoral degree and serves on the research project.
	+ *Administrative Contact*: This individual has proposal edit rights, but is not named on the budget (e.g., department contract and grant manager).
	+ *Principal Investigator*: This individual should only be selected if the Sponsor allows for multiple PIs, and must meet all of the criteria for a PI. Other roles that may fall under this designation include: Research Scientist, Research Specialist, Research Associate, or Scholar.
	+ *Other*: Does not fit in above group
	+ *Research Assistant*: A post baccalaureate student who serves on the project.
	+ *Clinical Research Coordinator*: This individual has significant responsibility for the conduct of a human subjects study. Responsibilities may include study subject recruitment, arranging subject visits, informed consent, regulatory documents, case report forms, and meeting with study monitors.
	+ *Non UNC Investigator*: An individual is identified in this role play an essential part but is not in the UNC system.
* **Effort %:** The individual's total effort on the project. Must be allocated according to total faculty/staff workload. **Cost Shared Effort %:** The portion of the individual's total effort that will be cost shared and included in the Effort %.
* **Calendar Months:** Use this worksheet to assist in the conversion of Time & Effort to Person Months ([link to Conversion Table](http://grants.nih.gov/grants/policy/person_months_conversion_chart.xls)). There are three basic salary (wage) bases: Calendar Year, Academic Year and Summer Term. Here is a breakout for each:
	+ Academic Year (AY) 9 months 39 weeks 273 days
	+ Summer Term (SM) 3 months 13 weeks 90 days
	+ Calendar Year (CY) 12 months 52 weeks 365 days
* **Allocation of Credit:** The departmental F&A return will be distributed per the allocation of credit as noted.

**F&A Sharing**

This allows the eIPF creator to designate how F&A will be distributed between collaborating departments when the Lead Principal Investigator’s and a Co-Principal Investigator(s)’ home departments are not the same.

**List of Investigators/Research Team**

The Lead Principal Investigator and all Principal Investigators will receive an electronic notification to certify their role on this project prior to submission to the Sponsor. (You may go back and “Remove” an individual who has been previously accepted.) . Each time you must add the individual by the same method as the lead P.I.

**Budget**

**Initial/Current Budget Period**

* **Begin Date**: The start date for the initial period/first year of the project. Click the graphic next to the field to select the date.
* **End Date**: The completion date of the initial period/first year of the project.
* **Direct** (no commas): The estimated Direct costs for the first budget year of the project.
* **F&A base** (or Modified Total Direct Costs [MTDC]): consists of all salaries and wages, fringe benefits, materials and supplies, services, travel and subcontracts up to $25,000 of each subcontract (regardless of the period covered by the subcontract). F&A base shall exclude \*equipment, capital expenditures, and charges for patient care and tuition remission, rental costs of off-site facilities, scholarships, and fellowships as well as the portion of each subcontract in excess of $25,000. (Reminder: Mandatory in-state tuition for eligible GRAs on research grants must be excluded from the F&A cost base for each budget year.) (\*Equipment is defined as an item costing greater than $5,000)
* **F&A Rate**: the F&A rate defaults to the current Organized Research rate, but may be changed by simply clicking “Change Rate”.
* **F&A Amount:** Click “Calculate Amt” to obtain the product of the F&A base and the F&A rate. If necessary, this field may now be edited manually.
* **Initial Funds Req**: This field may either be calculated by clicking “Calculate Total” or changed manually.

**Total Period (Total Request)**

Enter the corresponding information for the Total Period.

**Cost Sharing or Cash Matching (initial/current budget period)**

**Does the proposal include funds or contributions in the form of required cost sharing or cash matching?** Please indicate whether this proposal commits WCU, the Department/Unit, and/or a subcontractor to provide cost sharing or cash matching in support of this project.

NOTE: All cost sharing must be documented in accordance with established criteria. The Lead Principal Investigator and his/her Department Chair must concur with and commit to any cost shared resources.

* *If yes, please fill in below*
	+ Click Here to Add Cost Sharing/Cash Matching
		- Click and then click on Unit
		- Please enter the expected cost share amount
		- and the expected cost share account.
* *Check the appropriate cost sharing/cash matching type(s)*: Please check all that apply.
	+ Agency Mandated: Cost sharing which is required either by Federal statute or established by Sponsor policy. The costs are documented and are necessary and reasonable for proper and efficient accomplishment of project objectives.
	+ Voluntary (Mandatory if Awarded): Cost sharing which is not required by Federal statute or sponsor policy, or which is in excess of any such stated requirements and is volunteered to substantively demonstrate the collective university commitment to a project.
* F&A: The PI elects to provide cost sharing by charging less than the full indirect cost rate applicable to the project. This type of cost sharing requires F&A rate reduction must be approval by The Provost and Dean. The F&A Cost Policy (University #88) is available online.
* In-Kind: Normally encountered in public service-oriented projects involving the contribution of services from outside the University. Such services might be donated by student tutors, private M.D.s, dentists, volunteers, etc., or consist of property donated by non-Federal third parties. Although the University does not pay for such services, these must be documented and should, at a minimum, entail a record of dates and time donated by the individual. IMPORTANT: FAILURE TO MEET OR ADEQUATELY DOCUMENT IN-KIND CONTRIBUTIONS COULD RESULT IN A PRO-RATA PORTION OF UNIVERSITY-INCURRED COST BEING DISALLOWED AND THE CREATION OF A SERIOUS FINANCIAL PROBLEM.
* Matching: Involves a University contribution of funds specifically appropriated for and allocated to the project. The allocation and billing of project cost is processed in accordance with the agreement such as 75% Federal and 25% non-Federal.
* Salary Cap: A mandatory form of cost sharing whereby a sponsor (typically the NIH) limits the salary payable to a PI.
* Other: Use this field to describe other types of Cost Sharing or Cash Matching.

**Are you requesting the Dean, Chair or Dept Head, Graduate School Dean, Provost provide funds to support this proposal?** Please indicate whether this proposal commits WCU (not the Department/Unit) or a subcontractor to provide cost sharing or cash matching in support of this project.

**Personnel/Space/Equipment**

* **Do you need additional resources to do this project over and above what is requested in the proposal budget?**
	+ If yes, check any that apply, and provide justification for each in the space provided. Also indicate if approvals from your (or other) department(s) have been obtained.

**Conflict of Interest**

It is important for the PI to ensure that members of the Research Team are not involved in activities that may impose an actual or perceived conflict of interest as it would relate to the conduct of the research and/or a member's relationship with the Sponsor. If you think a conflict exists, see WCU's Policy on Conflicts of Interest and Commitment.

**Research Subjects**

**Human Subjects (direct link to** [**OHRE**](http://ohre.unc.edu/)**)**

Using the magnifying glass will allow you to identify all human subject protocols for every member of the research team listed on the Investigator/Research Team section. Select the relevant protocol(s) that are associated with this proposal. The remaining yes/no questions are necessary for IRBs to accurately link research proposals with approved protocol(s).

If the proposal involves human subjects and no submission to the IRB has been made, indicate:

* JIT: (Just in Time processing) the review package will be submitted for IRB review once RA is notified that funding/award is imminent.
* Not Submitted

**Animal Subjects (direct link to** [**OACU**](http://research.unc.edu/iacuc)**)**

Using the magnifying glass will allow you to identify all animal protocols for every member of the research team listed on the Investigator/Research Team section. Select the relevant protocol(s) that are associated with this proposal. The remaining yes/no questions are necessary for the IACUC to accurately link research proposals with approved protocol(s).

If the proposal involves animal subjects and no submission to the IACUC has been made, indicate:

* JIT: (Just in Time processing) the review package will be submitted for IACUC review once UNC-CH is notified that funding/award is imminent.
* Not Submitted

**Research Materials (direct link to** [**DEHS**](http://ehs.unc.edu)**)**

Special WCU clearances may be required if these research materials are used in the sponsored research.

**Subcontractors**

If subcontractors are included as part of the proposal, list the subcontractor names and provide the requested information below.

1. Statement of Work
2. Budget
3. Budget Justification
4. Letter from subcontractor signed by authorized official of the proposed subcontractor. Additional information that may be required is
5. the negotiated Indirect Cost Rate Agreement,
6. Representations and Certifications.

**Export Control**

Export Control web sites have been created to assist with determining whether compliance issues exist. The ORA will assist PIs in assessing the application of such regulations, but primary compliance responsibility will rest with the Lead Principal Investigator of the research. Please visit the Research Administration Export Control link below:

<http://www.wcu.edu/6800.asp>

Lead Principal Investigators shall determine with ORA input that:

* any research effected by the Export Control Act complies with its regulations and reporting requirements far enough in advance to obtain an export license, should one be required
* any change in the scope or addition of new staff may require a re-determination
* **\* Do you anticipate sending/transporting anything or receiving anything from outside of the US?**
This applies to both actually exporting or importing equipment or other items or hand-carrying items into or outside of the country.
* **\* Do you anticipate any travel outside the US associated with this project?**
This applies to any member of the research team.
* **\* Will you send your research results to a foreign country or foreign national?**
This applies to unpublished documentation. The term "foreign national" is defined as a person (natural person as well as a corporation, business, association, partnership, society, trust, or any other entity, organization, or group, including government entities) who is not a lawful permanent resident of the United States (i.e. an individual who has not been lawfully accorded the privilege of residing permanently in the United States as an immigrant in accordance with the immigration laws or who is not a protected individual. (A "foreign national" is a person that has not been issued a "green card" by the U.S. government, or who possesses only a student visa)
* **\* Is any member of the research team a foreign national?** See above for definition.

**Intellectual Property**

Management of intellectual property has significant overlap with management of sponsored research. Contractual terms in sponsored research agreements and licensing or material transfer agreements can sometimes conflict. Your answers to these questions will help us speed communication and avoid problems that may delay your project.

For additional information regarding any of the Intellectual Property questions, please contact ORA.

* **Disclosure:** Disclosure refers to the submission of a Report of Invention (ROI) to the Office of Technology Development. An ROI may lead to the filing of a patent application and may further lead to commercial licensing of the invention, regardless of whether a patent application was filed.
* **Patent:** A patent is a Federal grant based on an invention, which gives the holder the right to exclude others from making, using, or selling the invention. A patent application gives notice that such rights may arise in the future, however, the right to exclude others begins only when the patent is issued.

Sponsored research projects may contemplate further development of WCU inventions claimed in a patent or patent application, or patented inventions owned by outside parties may be relevant to the project. Such situations require that ORA take care to address these issues appropriately in the sponsored research agreement.

* **Transfer Agreement:** A transfer agreement can be a Material Transfer Agreement (MTA), academic or research use license, or any other written agreement under which the researcher has obtained the limited right to use something owned by another entity. WCU researchers also share materials with outside parties under an MTA or other forms of research use licenses.

Should the sponsored research proposal contemplate using materials, data, or software obtained under such an agreement, OSR must take care to avoid conflicting obligations between the transfer agreement and the sponsor of the proposed research.

* **License:** A license is a written agreement whereby the owner of property grants limited rights in that property to another. A commercial license for tangible property (material) or intellectual property typically grants the right to make, use or sell the property.

If a WCU invention is licensed to a commercial entity and is also to be used or further developed in the proposed research, ORA must take care to avoid granting rights in that invention to the sponsor.

**Is this proposal an SBIR (Small Business Innovative Research Program)?**

* SBIR is a highly competitive program that encourages small businesses to explore their technological potential and provides the incentive to profit from its commercialization. By including qualified small businesses in the nation's R&D arena, high-tech innovation is stimulated and the United States gains entrepreneurial spirit as it meets its specific research and development needs.

**Is this proposal an STTR (Small Business Technology Transfer Program)?**

* STTR is an important small business program that expands funding opportunities in the federal innovation research and development arena. Central to the program is expansion of the public/private sector partnership to include the joint venture opportunities for small business and the nation's premier nonprofit research institutions. STTR's most important role is to foster the innovation necessary to meet the nation's scientific and technological challenges in the 21st century.

**Community Benefits**

All sponsored programs provide benefits in the sense of institutional support, employment, training of students, and the economic multiplier effect (e.g., university, employee, student, and visitor spending). However, this question addresses projects that emphasize benefits to North Carolina citizens beyond the immediate university community. Please check all that apply to this project.

Will this project: ***Please all questions***.

**Location of Sponsored Activities**

**On-Campus Locations:**

Select WCU campus locations as appropriate.

**Out-of-State Locations:**

In the drop down box, select the state(s) in which sponsored activities will occur. More than one state can be selected or all states can be selected.

**NC County Locations:**

In the drop down box, select the county(ies) in which sponsored activities will occur. More than one county can be selected or all counties can be selected.

**Out-of-Country Locations:**

Please select the name(s) of the country(ies) where sponsored activities will occur.

***\* All selections must add up to 100%.***

**Application Abstract**

* Please select a CIP code (Science Code) that describes the type of research contained in this proposal: The CIP is a taxonomic coding scheme that contains titles and descriptions of primarily postsecondary instructional programs. It was developed to facilitate NCES’s collection and reporting of postsecondary degree completions by major field of study using standard classifications that capture the majority of reportable program activity.
For additional information on Science Codes please visit the [National Center for Education Statistics web site](http://nces.ed.gov/pubs2002/cip2000/ciplist.asp)
* \* I give permission to include this abstract in the Research Abstracts Database (RAD): Please indicate whether or not this abstract may be published in RAD.

This abstract will be used for the WCU Research Abstracts Database (RAD). RAD is a database designed to match faculty researchers with potential collaborators and funding resources and to help identify expertise and areas of research interests on the WCU campus. The abstract should be plainly written and in sufficient detail to summarize: (1) the purpose(s) or problem(s), (2) the hypothesis(es) or objective(s), and (3) the method(s) of the project(s).

All abstracts in the database will be available to the public. If this abstract contains ANY University or sponsor proprietary information, such as description of a potentially patentable invention (i.e., a new and useful process, machine, article of manufacturing, composition of manufacture, or related improvements), you MUST check "No" below.

**Attachments**

You may add as many attachments as necessary. These attachments will be viewable to all the IPF approvers across campus that is listed on the "Approving Departments" tab. You may edit and/or remove an attachment before it is submitted. Once submitted, however, attachments may only be viewed. Within the RAMSeS system, these documents will be labeled 'IPF' indicating that they were uploaded during the submission of the IPF

Additional proposal documents may be uploaded after the IPF has been submitted and assigned for viewing by the following roles: IPF Creator, Lead PI Only, Admin Award Dept IPF Approver, Lead PI Appt. Dept IPF Approver, Certifying Investigator(s), Research Team, or All IPF Parties. Any document uploaded after the IPF is submitted will be automatically viewable by the Admin Office as well. Such documents may include JIT a copy of the IRB or IACUC approval documents. Within the RAMSeS system, these documents will be labeled 'Post Approval' indicating that they were uploaded after the IPF was submitted.

**Approving Departments**

Please review the “List of Approving Departments” at the bottom of this screen. Note: the Award Department is always listed first and cannot be changed or removed. The additional departments listed are those that must approve the eIPF). The routing order for these departments can be made sequential or concurrent by changing the number in the drop down box. You may add other departments by clicking the magnifying glass icon and choosing from the alphabetical list. You can only remove a department with a “Remove” field next to the role.

**Submission Notes**

Place anything relevant information here that was not addressed within the eIPF.