Old Dominion University
Research Foundation

Instructions for completing
Proposal Transmittal Form

1. Principal Investigator- Name of person who will be responsible for conduct of work on project.

2. Department- Provide department names where Principal Investigator works and receives mail.

3. Telephone & Ext.- Provide telephone number for Principal Investigator.

4. Fax No.- Provide facsimile number for Principal Investigator.

5. Email Address- Provide e-mail address for Principal Investigator.

6. Project Title- Enter unique name of project.

7. Proposal Type- Check as appropriate: 1) solicited or unsolicited proposal type box and 2) further classification of new, resubmission, continuation, renewal or supplement.

8. Project Type- Check appropriate project type box.

9. Current ODU Research Foundation Award No.- If related to existing ODU Research Foundation award, provide ODU Research Foundation award number.

10. Current Sponsor Award No.- If related to existing ODU Research Foundation award, provide SPONSOR award number.

11. Sponsor's Name and Associated Information- Enter name of sponsor organization/agency, point of contact, and mailing address to which proposal is being submitted. Note: Sponsor’s street address, building and room numbers MUST be included for proposals being mailed by overnight mail.

12. Sponsor Deadline Information- Provide date when proposal MUST be received by sponsor, if applicable. Check delivery method and required number of copies of proposal.

13. Proposal Deadline Information- Submission type and number of copies

14. Initial Period- Provide initial project performance period for which funding is requested.

15. Total Period- Provide entire project performance period for which funding is requested.

16. Indirect Cost Rate- Check appropriate box for indirect cost rate used for calculating project’s budget.

17. Indirect Cost Rate Restrictions- Check appropriate box if the sponsor restricts indirect cost rate for proposal. If sponsor allows for full approved indirect cost rate, but a waiver is requested, a copy of the Vice President for Research and Graduate Studies approval MUST be attached. If sponsor prohibits or restricts indirect cost rate, a copy of written policy MUST be attached.

18. Amount Requested (Year 1)- Provide amount of funding requested from sponsor for initial project performance period.

19. Amount Requested (Total)- Provide amount of funding requested from sponsor for the entire project performance period.

20. Cost Sharing (Year 1)- Provide amount of cost share funding proposed for initial project performance period.

21. Cost Sharing (Total)- Provide amount of cost share funding proposed for entire project performance period.

22. University Contribution- Check appropriate box documenting source of proposed cost sharing.
23. **Intellectual Property/Background Technology** - Check appropriate box in response to provided questions.

24. **Sub-recipient Agreement** - Check appropriate box in response to provided questions.

25. **Animals** - Check appropriate box in response to provided questions.

26. **Human Subjects** - Check appropriate box in response to provided questions.

27. **Radioactive Materials** - Check appropriate box in response to provided questions.

28. **Recombinant DNA Techniques** - Check appropriate box in response to provided questions.

29. **Environmental Health & Safety** - Check appropriate box in response to provided questions.

30. **Research Activity Categories** - Check research category best describing the nature of proposed research. To determine the correct Research Category, view the NSF NCES fields at the following URL: [http://web.odu.edu/misc/researchfoundation/pdf/nceslist.pdf](http://web.odu.edu/misc/researchfoundation/pdf/nceslist.pdf)

31. **Disclosures and Certifications** - Principal Investigator’s signature to Proposal Transmittal Form document acknowledgement and agreement to comply with requirements of this section.

32. **Signature and Credit Splits** - The lead Principal Investigator, retains administrative and fiscal responsibility for this project, and should provide signature first. All other Co-Principal Investigators should provide their signatures in space provided. Please allocate associated percentage credit for proposal between the Principal and Co-Principal Investigators. The allocations indicated will be used when reporting indirect cost recoveries and sponsored program activity.

33. **Abstract** - Provide a summary of research in space provided with additional information attached as appropriate.

34. **Additional Approvals** - Signatures are required for Principal and Co-Principal Investigators, Department Chairs or Center Director and Dean of College/School. Proposals containing 1) institutional cost share or 2) voluntary waiver of indirect costs (full or partial) also require the signature of the President, Office of Research.

(Revised 01/2003)