

Guidelines for Submitting Sponsored Programs Proposals with Completed “Yellow Sheets” College of Life Sciences & Agriculture

This document is intended to serve as an aid to potential Principal Investigators and Project Directors in preparation and submission of grants, cooperative agreements, and contracts proposals for approval through the UNH College of Life Sciences and Agriculture. It is not intended to be comprehensive, nor does it preclude the college from autonomy in making specific decisions concerning individual proposal requirements nor whether or not to confer college approval.

Required Documents and Information

- Completed UNH Yellow Sheet forms must be accompanied by a completed UNH Cost-Share Form if appropriate, a detailed project budget using an OSR-supplied or similar itemized format, a budget justification/narrative/explanation as will be part of most proposals, and any additional information sufficient to enable the Department Chair and the Dean’s Office to clearly understand what is being proposed and the resulting obligations of the department, college and university. Budgets should be developed in partnership with OSR to ensure that appropriate values are presented for appraisal. ‘Typed’ computer-completed forms (rather than handwritten) are strongly preferred to increase clarity for all levels of approval.
- Beginning in FY12 UNH will no longer impose a general assessment on grant revenues and personnel expenditures. However, space and grant administration costs still need to be funded through the F&A return model, or alternatively through direct costs.

Current Version of Forms

- The most recent version of the UNH Yellow Sheet and Cost Share documents must be used, due to updated and evolving required certification components. The forms and accompanying instructions may be found at the OSR Internal Approval Forms website: <http://www.unh.edu/osr/proposals/iaf.html> . Older versions if submitted will be returned to the PI for re-completion and re-submittal.

Grant Analyzer

- Completion of a Grant Analyze Form is no longer required as a result of changes in the UNH RCM financial model.

Department Signatories

- Yellow sheets must be evaluated, approved and signed by an approved department or TSAS signatory before it will be considered by the Dean’s Office.
- Departments must have on record a list of signatories approved by the Dean’s Office, in case the Chair is not available. It is suggested that this list be communicated to eligible PIs. Forms signed by faculty or staff members in lieu of department chairs or their designated signatories will not be accepted.

COLSA Dean’s Office Signatories

- Associate Dean Sawtelle is the primary point of contact for Yellow Sheet signatures, with Associate Dean Babbitt and Interim Dean Wraith serving as backups in that order.
- Due to work schedules, Yellow Sheets should be presented to the Dean's Office with at least two days' time for evaluation, such that adequate time also remains for required modifications followed by re-review if necessary. Although we strive to provide timely service, we cannot guarantee that proposal approval forms can be evaluated in the same day as delivered. Therefore please provide as much lead time as possible.
- Please be reminded that it is the PI's responsibility to have the forms transported to OSR once they have processed by the Dean's Office. The Dean's Office staff is not able to do this directly, except through sending via campus mail, which will take a few days. Please specifically note if you wish for the signed documents to be sent via campus mail, and contact Laurrie Anne Malizia to confirm that this has been done.

Eligible Grant Recipients

- Personnel who are eligible to serve as COLSA grant recipients (Principal Investigators - PIs or Project Directors - PDs) include tenured/tenure track faculty, research faculty, and clinical faculty with research appointments. COLSA benefitted staff may also be allowed to apply for specific grants or contracts upon previous approval of the appropriate department chair and the Dean's Office. These awards typically impact the college or University facilities and operations and must have a direct connection to our research, teaching and/or outreach mission.
- All COLSA PIs/PDs are responsible to follow appropriate regulations and policies set forth by sponsors, UNH, COLSA, NHAES and other relevant bodies. Any questions or conflicts should be directed to the UNH Office of Sponsored Research (OSR) or the COLSA Dean's Office.

Positions, Space, Course Credit

- Grant activities that will require new positions, new laboratory or office space, or space modifications must be discussed with the COLSA Dean's Office and Department Chair as early as possible in advance of the proposal due date. This is also the case for activities that require use of NHAES facilities beyond conventional usage covered under funded Hatch, McIntire-Stennis or Hatch Multistate projects, and for those that propose modification from current use of such lands or facilities, etc.
- Grant activities that involve course credit, new courses, and related instructional undertakings must be discussed with the appropriate department or TSAS chair/administrator followed by the Dean's Office at least two weeks in advance of the proposal due date.

Release Time

- Discussions must have taken place to reach agreement between PIs and the appropriate department chair(s) concerning any proposed release from teaching or other academic responsibilities. Such agreements should include plans to accommodate the person's foregone activities at no cost to the college.

Cost Share

- Due to the substantial real costs of tracking and documenting cost share activities, and their direct impacts on the negotiated institutional F&A rate, a cost share level greater than that

required by the funding entity will not be approved. Documentation of the funder's cost share requirement must be provided for proposals that include cost share. Requests for consideration of cost share from the college should be submitted to the Dean's Office at least one week prior to the proposal due date.

F&A (IDC, Overhead) Reduction or Waiver

- Proposed activities must include the maximum F&A rate allowed by the granting entity, as these funds are used to cover faculty research space charges, equipment purchase and replacement, and other research support costs within the college. Reduction or waiver of the negotiated UNH F&A overhead rate is not permissible except in the case that the sponsor has an official standardized policy to that effect, and which is consistently applied. Documentation of sponsor F&A policy must accompany any proposal requesting reduced or waived F&A, for consideration of approval.

Statement of Obligations, and Responsibility for Error, Omission or Misrepresentation

- Any obligations or commitments by COLSA or NHAES including but not limited to real or in-kind match, cost share, salaries, tuition, space or other resources as part of the proposal must be clearly stated in the signed UNH Cost-Sharing Form as a part of the Yellow Sheet packet. Failure to delineate such resources in the above manner, including their portrayal only in the proposal body or budget, releases the college from such obligation should the proposal be funded.
- If substantive errors that affect budget or other aspects of the institutional commitment are identified following Dean's Office signature, corrected or revised proposals must be re-approved prior to submission. COLSA is not liable for any such changes that have not been explicitly approved.
- Any omissions or misrepresentations shall be the sole responsibility of the PI and do not obligate or incur responsibility of the department, college or university.
- The Dean's Office cannot sign Yellow Sheets that do not use the most current, official UNH version (available on OSR's website). This should be confirmed by department chairs or TSAS director before signature.
- A photocopy record of all signed Yellow Sheet packets (at minimum - approval Yellow Sheet, any Cost Sharing Forms, project budget and budget justification/narrative) must be taken by the Dean's Office before they move to OSR for subsequent approval and processing.