

**Project Identification** E-Mail: \_\_\_\_\_ Phone: X - \_\_\_\_\_

Project Director/Principal Investigator: \_\_\_\_\_

Affiliation: \_\_\_\_\_  
School \_\_\_\_\_ Department \_\_\_\_\_

Sponsor Agency, Division: \_\_\_\_\_

Purpose:  Research  Training  Other

Type:  New  Renewal  Continuation  N/C Extension  Budget Rev.  Other (Specify below)

**Cost Sharing** **Period of Performance:** \_\_\_\_\_ to \_\_\_\_\_

	Direct	Indirect	Total	
Requested from Sponsor	\$ _____	\$ _____	\$ _____	Account No. & Signature
Gallaudet or Other*	Direct	Indirect	Total	
1)	\$ _____	\$ _____	\$ _____	
2)	\$ _____	\$ _____	\$ _____	
3)	\$ _____	\$ _____	\$ _____	

\* The source of any Gallaudet cost sharing and/or third party contribution must be fully documented.

Total Project Cost \$ \_\_\_\_\_

Funds to be Released:	Note:	Amount	Account Number (required)
1) _____	_____	\$ _____	_____
2) _____	_____	\$ _____	_____

Please attach additional page if necessary.

**Regulatory Compliance**

Human Subjects  No  Yes (If yes, file Application for Review with IRB x4412)

**Debarment, Suspension, and Other Responsibility Matters**  
Please read certification on the back of this form. Signature below indicates certification.

**Conflict of Interest and Lobbying**  
Please read and complete the statements on the back of this form.

Program Income  No  Yes (If yes, please explain.)

**Release:** If awarded, I agree to release my project narrative to other Gallaudet Faculty. Yes  No

**Certifications and Approvals**

*I agree to accept responsibility for the conduct of the project described above and to provide any reports required by the sponsor if an award is made as a result of the proposal, which has been independently originated and developed. I attest to the accuracy and completeness of the statements herein, including, if the sponsor is a Federal agency, the Certifications regarding Debarment, Suspension, and Other Responsibility Matters, Conflict of Interest, and Lobbying which appear on the back of this form.*

\_\_\_\_\_  
Principal Investigator/Project Director Date \_\_\_\_\_

*The attached proposal has been reviewed and approved. Arrangements have been made to provide any space or special facilities required; any cost sharing is provided for in the budget of the department or school, or as indicated in separate memorandum. These approvals do not represent specific approval of personnel titles, classification, salary rate, or other issues governed by University policy.*

\_\_\_\_\_  
Dept. Chair/Unit Head

\_\_\_\_\_  
Dean (CLAST)

\_\_\_\_\_  
Dean (GSPP)

\_\_\_\_\_  
Associate Dean, Academic (GSPP or CLAST)

\_\_\_\_\_  
Director, Office of Sponsored Programs

**NOTICE:** Proposals are to be submitted to the Office of Sponsored Programs at least five working days prior to agency deadlines. Failure to meet this deadline may jeopardize the on-time submission of the proposal. Proposals not meeting this deadline shall be submitted *with conditional approval only*. In these cases, the PI shall be responsible for making appropriate changes or withdrawing the proposal, at a later date, if subsequent review reveals that the proposal is incomplete, contains errors, inaccuracies, misrepresentations, or does not conform with University or sponsoring agency requirements.

### **Certification Regarding Debarment, Suspension, and Other Responsibility Matters**

(Applicable only if proposal is submitted to a Federal agency)

By signing and submitting this routing and approval form, I certify, to the best of my knowledge and belief, that:

- a. I am not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- b. I have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against him/her for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction of contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property;
- c. I am not presently indicted for or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in paragraph 1.b. of the certification; and
- d. I have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

### **Conflict of Interest**

I attest that I have complied with the University's Conflict of Interest policy and, by signing on the front of this routing form, **I certify that the proposed project or relationship with either the Public Health Service or National Science Foundation (check one) does \_\_\_ or does not \_\_\_ require the disclosure of significant financial interests that present an actual or potential conflict of interest for investigators involved in this project;** if answered in the affirmative, then all investigators so involved have provided a complete disclosure of this matter, as instructed by current University policy and/or Federal regulation (see Significant Financial Interest Disclosure Form - SFID).

### **Lobbying**

(Applicable only if proposal is submitted to a Federal agency)

By signing on the front of this form, I certify, to the best of my knowledge and belief, that:

- a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the [Investigator], to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or intending to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the [Investigator] shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," to the University.
- c. The University shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, US Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.