

Request to Establish a New Banner Fund EXTERNAL AWARDS AND CONTRACTS

Attach the Project Budget Detail as approved by the funding agency and submit both to ORSP after obtaining appropriate college and departmental signatures.

Project Name:	
Sponsor:	
Project Purpose:	
Investigator/Director:	
The scope of work is primarily research: <input type="checkbox"/> NO <input type="checkbox"/> YES, If yes the research is <input type="checkbox"/> Basic/Fundamental <input type="checkbox"/> Applied	

Principal Investigator (PI)/Project Director (PD) Acceptance of Responsibility

The Principal Investigator/Project Director is responsible for the programmatic and fiscal management of the grant, contract, or other sponsored agreement. The PI/PD conducts project activities as approved by the funding entity to meet project goals and objectives while adhering to sponsor guidelines, federal and state rules and regulations, and policies and procedures of the University. As Principal Investigator (PI) or Project Director (PD), my signature below acknowledges that I understand that I am responsible for ensuring:

- Project expenditures are directly related to the project, reasonable, and necessary to meet project goals and objectives.
- Project expenditures are processed in accordance with University policies.
- Personnel paid from grant or contract funds perform at the level of effort stated in the grant/contract and effort is reported as required by University policies.
- Subcontracts, subrecipients, and consultants are monitored and reporting requirements are met.
- Compliance with policies and procedures for the protection of human subjects in research, animal care and use in research, and use of biohazards and recombinant DNA (rDNA).
- Technical reports required by the sponsor are submitted in a timely basis and copies or notification of submission sent to ORSP.
- Amendments requiring sponsor approval are routed through ORSP for institutional approval.
- Project files and support for expenditures are retained for a minimum of seven years (unless otherwise notified by ORSP) after the grant or contract has ended or officially terminated by the sponsor.

Requested by:		Title	Date
	PI or PD Signature		
Requested by:		Title	Date
	PD co-Signature (required only if separate PD is fund manager)		

Recommended:		Date
	Division Chair/Director Signature	
Recommended:		Date
	Dean Signature	
Reviewed:		Date
	ORSP Signature	
Approved:		Date
	Controller/ VP Business Affairs Signature	

This section to be completed by the Controller's Office after approval.

Fund:	Organization:	Program:
Type:	Category:	Subcategory:
Detail Code (Scholarships):	Disposition of funds:	