Investigator Information Help

General

Principal Investigator: This is the <u>one</u> individual who is primarily responsible for the project. If a sponsor allows more than one PI, this is the Contact PI. NOTE: Only a full-time regular employee of the university may be a PI. When a faculty member is sponsoring a fellowship/dissertation grant, the mentor is listed as the PI and the graduate student or post-doctoral fellow will be listed as the co-PI.

To designate the Principal Investigator, enter the individual's LinkBlue ID in the box provided.

If the LinkBlue ID is not known, it can be found in the Outlook Directory by following these steps:

1. Open Microsoft Office Outlook.
2. From the menu along the top of the screen, choose "Tools" then "Address Book."
3. When a box opens up, type in the search field all or any portion of the Principal Investigator's name and hit "go."
4. Double click the line that contains the correct PI name from the list of hits that comes up.
5. In the new box that opens, look for the field marked "alias." The alias is the *LinkBlue ID.*

Once you enter the LinkBlue ID, select the "Get PI" button and the PI's Employee Number and department information will auto-populate. The department is used to identify the appropriate people in the electronic routing process.

If the unit primarily responsible for this proposal is other than the prime department of the PI, specify the alternate unit by choosing the department code from the drop-down list. For example, if a Center will have fiscal and administrative responsibility for the project rather than the PI's academic department. NOTE: Failure to indicate the appropriate alternate responsible unit will result in the grant account being established in the PI's prime department. To correct this will require establishing a new account number.

Co-Investigator: Enter the LinkBlue ID of the first person who appears in the proposal as a Co-PI, then hit the "Add Co-I" button. The Employee Number and Department information will auto-populate. Continue to enter additional Co-Investigators as needed.

Typically, UK <u>faculty</u> involved in the project will be included on the IAF as *Co-Investigator*. They may be listed in the key/senior personnel section of a proposal or in the proposal Budget and/or the Budget Justification with measurable effort.

If the LinkBlue ID for the *Co-Investigator* is not known, it can be looked up in Outlook by following these steps:

1. Open Microsoft Office Outlook.
2. From the menu along the top of the screen, choose "Tools" then "Address Book."
3. When a box opens up, type in the search field all or any portion of the Principal Investigator's name and hit "go."
4. Double click the line that contains the correct name from the list of hits that comes up.
5. In the new box that opens, look for the field marked "alias." The alias is the LinkBlue ID.

Title of Project: Enter the complete title as shown on your proposal. The Title must be entered prior to Saving the form.

Sponsoring Agency: Choose the agency name from the drop-down list. Generally, the full name of the sponsor appears rather than an acronym. For example, National Institutes of Health is on the list, NIH is not. Type the first letter of the sponsor and you will jump to that place in the list. If the sponsor is not listed, select "Other" at the very end of the list. Another box will appear in which to enter the new sponsor name.

Sponsoring Agency Deadline: Include the date the proposal is due to the sponsoring agency and whether it is a postmark, receipt, or electronic deadline. You may type in the date or choose from the calendar. Note: U.S. mail can be delivered to a Post Office box, but courier service packages cannot.

Proposal is:
New: A proposal submitted for first time
Competing Renewal: A continuing segment of the same project.
Non-competing Renewal/Continuation: A segment of an existing project; please include a current UK account number.
Supplemental: Additional funds for an existing project, i.e. NSF-REU. Please include a current UK account number.
Response to RFP /RFQ: Specific solicitation or announcement for proposals. If this option is selected, a field will appear in which to enter the RFP or RFQ number.

Activity is:
Choose the <u>primary or predominant</u> functional nature of the project from the list. When certain functions are chosen, a second field will appear which will require a more specific designation. Note: The nature of the activity corresponds to the Facilities and Administrative (F&A) rate to be applied to the proposal.

"*Research*" includes basic, applied and clinical and is defined as a systematic investigation designed to develop or contribute to generalizable knowledge.

"*Instruction/Training"* is defined as the teaching and training activities of an institution whether they are offered for credits toward a degree or certificate or on a non-credit basis.

"Public Service" is defined as programs that primarily benefit the community through the training of or service to a non-university constituency.

"Multipurpose/Other" is anything which does not fit comfortably into any other category. If this is chosen another box will appear in which to provide further information.

Budget
Enter only amounts requested from the sponsor.
Total Project Period & Total Project Request: Enter dates and funds for all proposed years.
Proposal Budget Summary: This is an abbreviated format of the detailed budget in the proposal. The first column summarizes the total funds **for all years** being requested from the sponsor. In this abbreviated format, "Personnel," "Travel," "Equipment", etc. are listed on separate lines. "Other Direct Costs" includes those direct costs not already included in categories already detailed out (previously listed).

If full costs (direct AND full Facilities and Administrative costs) are being paid by the Sponsor, only the *Sponsor* column will be completed. When the University is cost sharing by contributing resources (i.e., salary, unrecovered F&A costs) the *University* column will also be completed.

Cost sharing or matching means the portion of project costs not borne by the funding agency. All cost sharing included in the proposal is recorded on the appropriate line in the center "*University*" column.

Cost sharing policy: http://www.uky.edu/EVPFA/Controller/files/BPM/E-50-2.pdf.

Below the budget lines there is box in which to explain the need for a university contribution as well as a box in which to record the source of the cost share dollars (i.e., department or college account). Please attach sponsor guidelines which address the cost-sharing requirement. Also attached commitment letters from Third-Party cost share sources, when applicable.

If there is a limit on Facilities and Administrative costs, please attach a copy of the sponsor's published policy addressing the limitation.

The form will calculate the Total column.

Note: If the proposed project award is anticipated to be a fixed-price award, check 'is this fixed price? box and a new budget form will appear. Enter the budget information in the projected budget column. If a residual is expected, enter the information in the Fixed Price section to the right. If all costs are not charged to Attach a "Fixed-Price Agreement Budget Form" with Column A completed as a pdf document. The form is found here http://www.uky.edu/eForms/forms/fixprice.pdf

Enrichment
A portion of the Facilities and Administrative cost (F&A) income that is actually received in a fiscal year is returned to the project's participating units. Indicate in this section the proportion of the total to be allocated to each department or center/institute. Percentages should reflect the relative contributions (investigator time, facilities, etc.) of each unit involved. Select department/unit and fill in the percentage that that unit should receive. You may divide among more than five departments by hitting the "Add line" button. Percentages entered must total 100%. For additional detail visit: http:www.research.uky.edu/vpresearch/guide/enrichment.html

Project Information
Does this Project involve any of the following? "Yes" or "No" must be selected for each item.

Provide the most recent approval date for use of human subjects. Human Subject approvals are valid for one year. If the protocol has been submitted for approval but has not completed the process, indicate "pending." For more information, refer to www.research.uky.edu/ori/.

Provide the most recent approval date for use of animals (IACUC approval). IACUC approvals are valid for three years, with annual reviews provided. If the protocol has been submitted for approval but has not completed the process, indicate "pending." For more information, refer to: www.research.uky.edu/ori/.

Provide the most recent approval date for use of biohazards. For Biosafety hazards approvals are person-specific and are valid for three years. If an application has been submitted for approval but has not completed the process, indicate "pending." For more information, refer to: ehs.uky.edu/biosafety/.

Provide the most recent approval date for use of radioactive materials/radiation. Use of radioactive materials approvals are person-specific and are good for five years. If an application has been submitted for approval but has not completed the process, indicate "pending." For more information refer to ehs.uky.edu/radiation/welcome.html.

Will this project require any of the following:

Purchase of Additional Equipment: Federal regulation A-110 requires universities to "avoid purchasing unnecessary items." A scan of current University inventory contributes to meeting this requirement. Please see this link for guidance: http://www.research.uky.edu/ospa/info/equipment_screening.html You may need to work with your department's administrative staff to complete the required screening via eBARS. https://app.mc.uky.edu/ebars/UserLogon.aspx?ReturnUrl=%2febars%2fdefault.aspx

Additional University Space: Information provided for chair/dean planning. Please enter further information in the box provided.

If non-university facilities will be used, contact your College Grants Officer (CGO) or OSPA Research Administrator (RA) to discuss use of the appropriate Facilities and Administrative rate. Enter further information in the box provided. The current University policy on application of On/Off-Campus Facilities and Administrative Cost Rates is at this link:
http://www.uky.edu/EVPFA/Controller/files/BPM/E-50-1.pdf

Alterations and Renovations: Information provided for chair/dean planning. Please enter further information in the box provided.

Overload: Refer to Administrative Regulations (AR) II-1.1-1 for guidance on policy and preparing a justification. Link: www.uky.edu/Regulations/AR/ar032.pdf Please enter further information in the box provided.

Subrecipient or Outside Consultants: If a non-UK individual or organization is expected to collaborate on and receive funds on this project select "yes." Note that it may be necessary to include additional documentation in the proposal. Contact your College Grants Officer (CGO) or OSPA Research Administrator (RA) for assistance. Enter further information in the box provided.

Center for Clinical and Translational Science Resources Information regarding this proposal will be shared with the CCTS if this question is answered "yes" for their planning purposes.

Keywords
List up to five key words that are not already contained in the title and then check off appropriate topical areas from the list provided. This information is used to identify the subject matter of funded activities.