

13. Anticipated Project Costs

Anticipated Direct Costs	\$
Anticipated Indirect Costs	\$
Total Project Costs	
	\$

Please note Western Oregon University’s federally negotiated Indirect rate is 22%. This indirect rate should be incorporated into any budgets submitted. If you need an exception because of any of the following reasons, please make sure to check the reason below:

- The sponsor does not allow indirect costs
- The sponsor’s published indirect rate is: _____%
- If through WOU Foundation, include the 5% fee

14. Unallowable Costs and Over Expenditures

Identify an alternative index to be charged:

Index #: _____ Name of Administrator: _____

15. Does the project involve student and/or animal participation?

- Yes No

If Yes, what is the status of the IRB and/or IACUC application?

Lead Institution:	IRB/IACUC #: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Submitted <input type="checkbox"/> To be submitted Date of Approval, Submission, or to be submitted on: _____
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16. Will WOU be the pass-through entity for any subawards or contracts?

- Yes - If Yes, please complete Attachment D (see below)
- No

17. Conflict of Interest form

- Completed

Each principal member of the project must complete a conflict of interest form and submit it to the Sponsored Projects Office. Conflict of interest forms can be found at: [SPO Forms](#)

Attachments (A, B, C & D)

Below is a list of attachments needed to be able to process this form.

Attachment A: Administrative Support (REQUIRED)

- Attachment A is included with this form.

Attachment B: Budget Attachment (REQUIRED)

- Detailed Budget please mark as "Attachment B". You may use your own template as long as the below information is included. If you do not have a template and would like assistance creating a budget, the SPO is happy to help.

Budget Attachment B should include:	<input type="checkbox"/> Detailed Budget	<input type="checkbox"/> Staff/Faculty Effort Plan	<input type="checkbox"/> Approval of Staff/Faculty Plan
	<input type="checkbox"/> Contract/Subaward budgets and justification	<input type="checkbox"/> Who will be supervising student workers	<input type="checkbox"/> Budget Justification

Attachment C: Detailed Cost Sharing/WOU Commitments

- This project **will not** require WOU Cost Share, matching funds, in-kind services, or revenue.
- This project **will** require WOU cost share, matching funds, in-kind services or revenue. If checked, please make sure to complete **Attachment C (attached to this form)**.

Attachment D: Subaward Checklist

If you are awarding a portion of your grant funds to an outside entity to complete a portion of work on this project, you must provide us with the sub awardee information for each subaward you will offer. Make sure to complete Attachment D (attached to this form). The following documents must be attached when submitting this form:

- Letter of Commitment
- Scope of Work
- Detailed Budget
- Risk Assessment Form ([SPO Forms](#))

For Sponsored Project Office Use Only

All signatures required on this routing form will be initiated by the Sponsored Projects Office

PI certification: I certify that the information provided on this form is accurate and complete as of this date. I agree to accept responsibility for the scientific or technical conduct of the project and for provision of required technical reports if an award results from this application. My signature below certifies that:

1. I have reviewed this proposal with my Division Chair/Supervisor and College Dean (where applicable);
2. I agree to abide with applicable WOU policies; and
3. I agree to be bound by the terms and conditions of the funding agency that supports this proposed activity.

Project Director/PI: _____

Co-PI(s): _____

Co-PI(s): _____

Division, College and unit certification: I have reviewed the proposal submission. My signature below indicates my approval of the proposed project, budget, and cost share (if applicable) and signifies my commitment to provide the necessary administrative support if the proposal is funded.

Division Chair/Supervisor/Center Director: _____

Dean, Provost, or Vice President: _____

If the proposal submission requires a non-profit 501c3 status:

WOU Foundation: _____

If the proposal submission requires Cost Sharing/WOU Commitments:

WOU Budget and Planning Office: _____

Institutional Authorization: This application's text and budget have been reviewed for completeness, consistency With sponsor instructions and requirements, federal and state regulations, and WOU policies.

Sponsored Projects Office Pre-Award Approval: _____

Sponsored Project Official: _____

Hillary N. Fouts
WOU Authorized Institutional Representative

The Authorized Institutional Representative signature is required before proposals are formally submitted to funding agency.