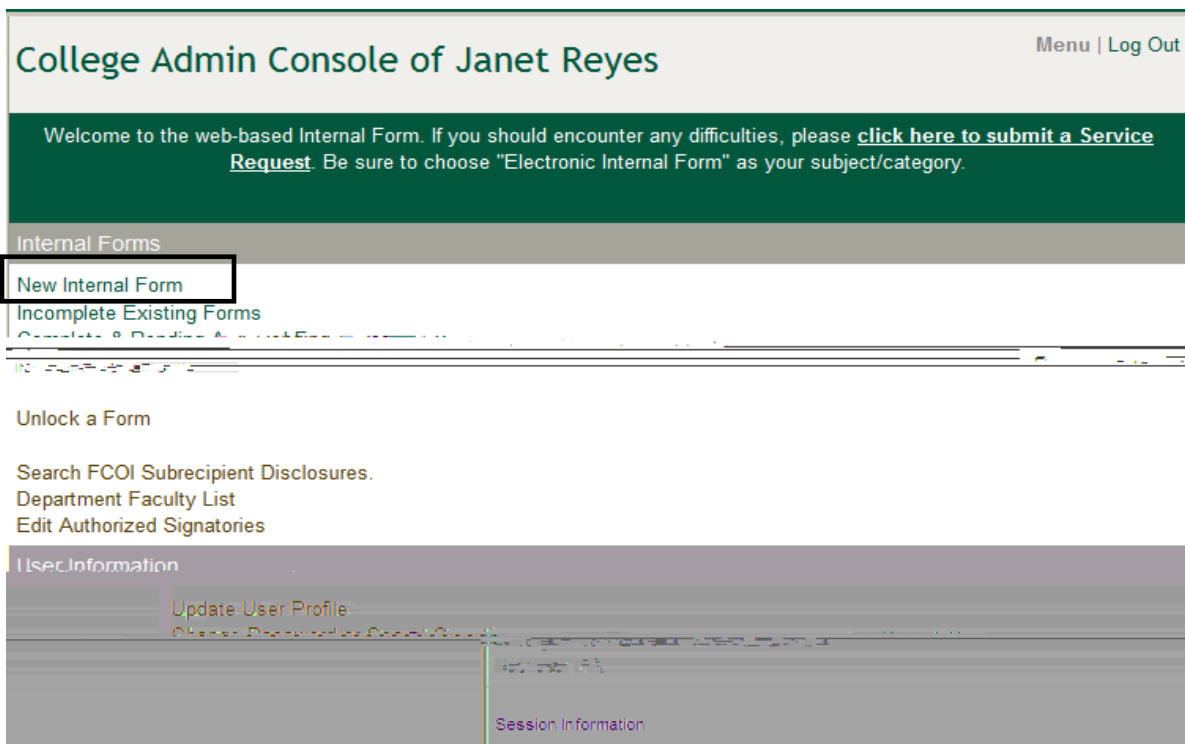
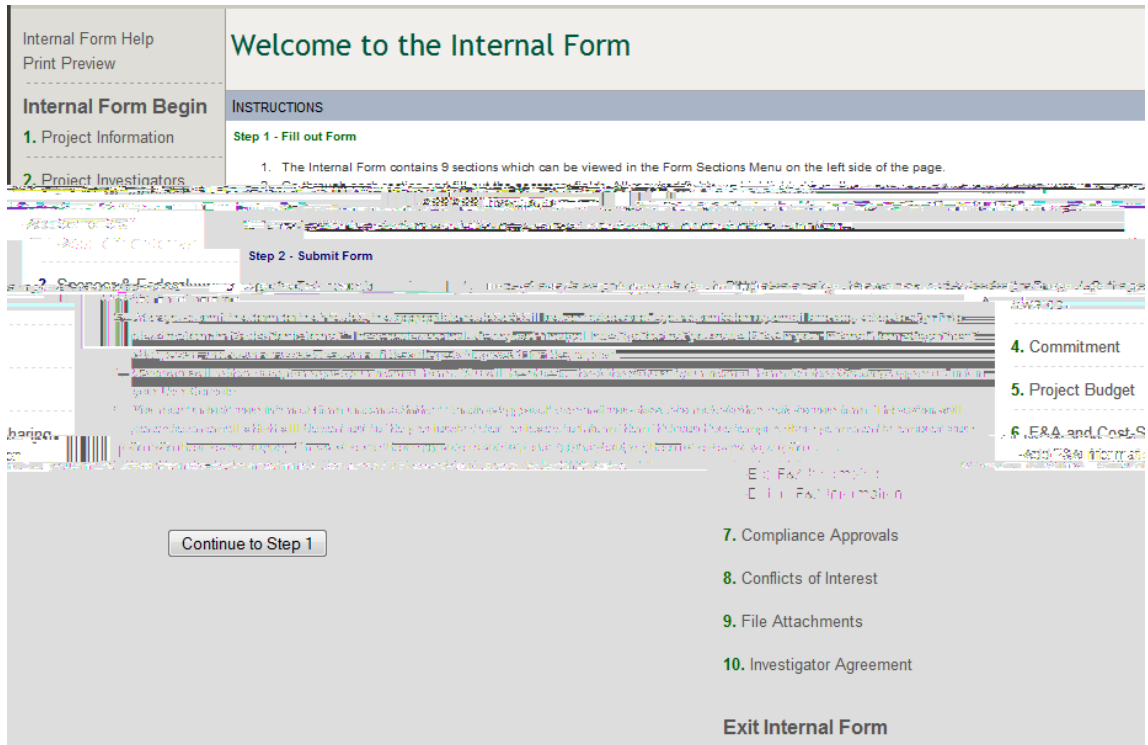


To input a new Internal Form, faculty and/or administrative staff should select the option of “New Internal Form.”



The Instructions page provides basic information on how to fill out and submit the form. To begin, click “Continue to Page 1.”



Enter Project Information:

Select the purpose of the Internal Form.

Provide the FAST Project ID (Account Number), if continuation; Sponsor Deadline Date (if applicable), and Previous Proposal number (if any) in the boxes indicated.

Step 1. Project Information

PURPOSE

<input type="checkbox"/> Pre-proposal	<input type="checkbox"/> Competitive Renewal
<input type="checkbox"/> New Proposal	<input type="checkbox"/> Subproject
<input type="checkbox"/> Contract Industry Sponsored/Pharmaceutical	<input type="checkbox"/> Internal Award
<input type="checkbox"/> Contract (Non-Pharmaceutical)	<input type="checkbox"/> Resubmission
<input type="checkbox"/> Supplemental Request	<input type="checkbox"/> Data Change:
<input type="checkbox"/> Continuation	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">-- Please Select from below --</div>

Project ID, if continuation/competitive renewal:	Sponsor's Submission Deadline Date:	Previous Proposal Number, if any:
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Indicate whether or not the proposal is in response to American Recovery and Reinvestment Act (ARRA) funding announcement or a Limited Submission.

ARRA Recovery Act Funding Limited Submission

Enter the Project Title (must match title used to obtain IRB approval, if applicable); Keywords that best describe the project; and a layman's description of the project.

PROJECT TITLE

Center for the Study of Research Administration

search Administration, cognitive and neurologic differences

10 Characters Maximum

LAYMAN'S DESCRIPTION: (1000 Characters Maximum)

on is an unusual career choice and mostly unknown to the general population. Research just navigate the ever-changing world of sponsor guidelines and policies and do not always network on which to rely. For these reasons, we propose to create the Center for the Study of

Research Administration
Administrators often n
have a good support n

Enter the Project Type: Research, Training, or Other. If Other, please specify.

If this research was given a Department of Defense research classification, enter the type given: Classified, Unclassified, Unclassified Sensitive, or Not Applicable.

CLASSIFIED RESEARCH

Classified Unclassified Unclassified Sensitive Not Applicable

USF World – International Research/Engagement- Does the project have an Internal Component?

USF WORLD - INTERNATIONAL RESEARCH/ENGAGEMENT

Does the project have an international component? International components may include, but are not limited to:

- Funding from foreign institutions or in non-US currencies

Yes No

By checking this box, the international component of your research will be recognized and added to the USF UCosmic [here](#) to learn more about UCosmic®.

Click "Save and Continue"

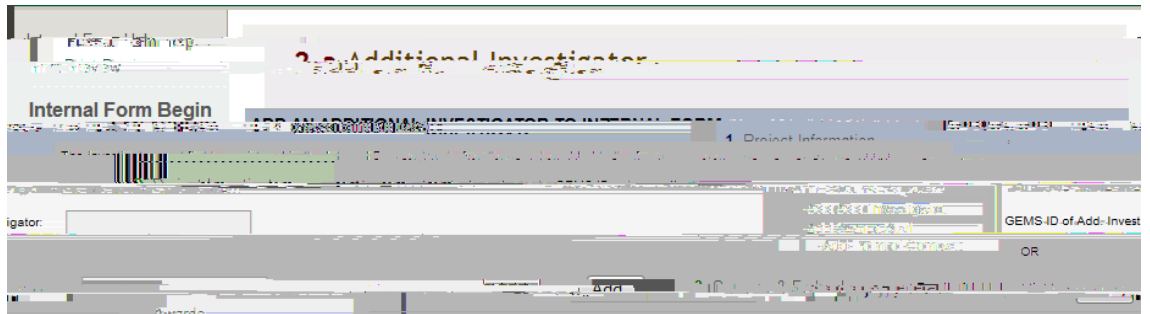
Save and Continue

Enter Project Investigators (CRAN Level only – this is auto-populated for PIs)

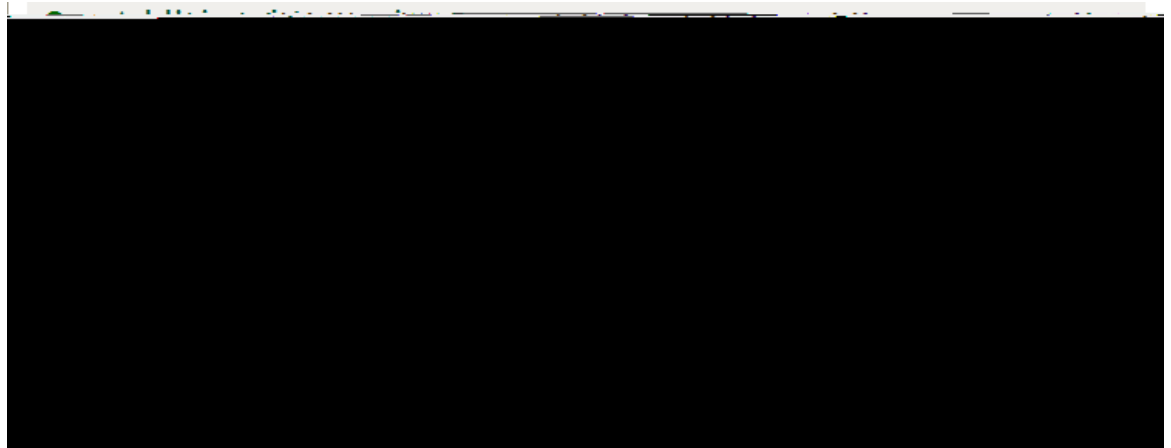
Add the Principal Investigator by clicking g € ck

If there are Co-PIs, Co-Investigators, or Senior Staff ([Key Personnel](#)), select the option under “Project Investigators” located on the column on the left side of the screen.

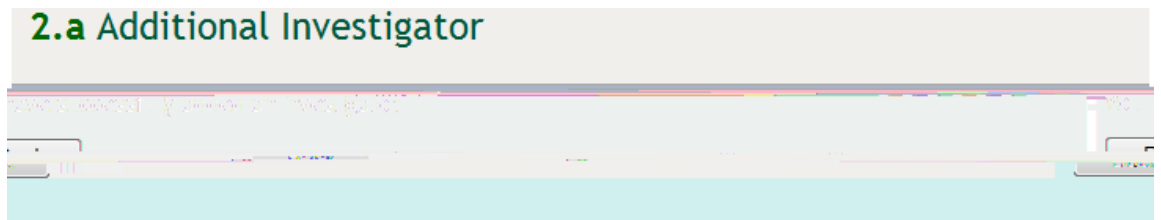
Co-PIs can be added by GEMS ID (Employee ID) or USF email address.
Click “Add Co-PI.”



Review, select their role, and click “Confirm.”



A confirmation message is displayed.



Step 2. Project Investigators

PRINCIPAL INVESTIGATOR			
Name:	GEMS ID:	PI Name:	
FAX:	PI FAX:	PI Title:	
874-4870	810-974-7740	810-974-7740	
Email Address:	PI Email:		PI Email:
fortune@fmbh.usf.edu	fortune@fmbh.usf.edu		fortune@fmbh.usf.edu
Department:	PI Mail Room:	Cell:	
Behavioral and Community Sciences	MHC 2008	Behavioral and Community Sciences	
Department of the Principal Investigator:	Home:		
Behavioral and Family Studies 4	Child Development Center		
1) CO-PRINCIPAL INVESTIGATOR			
FAX:	Email Address:	Name:	Phone:
-	rfortune@research.usf.edu	BJ Fortune	813-9744054
1) SENIOR STAFF			
Staff FAX:	Staff Email Address:	Staff Name:	Staff Phone:
1) POINT OF CONTACT			
Contact Phone:	Contact FAX:	Contact Email Address:	Contact Name:
813-974-1049	813-974-1062	rfortune@usf.edu	Robert Fortune
<input type="button" value="Save and Continue"/> <input type="button" value="Previous"/>			

Sponsor and Federal Awards

CAS EXCEPTIONS FOR FEDERAL AND FEDERAL FLOW-THROUGH AWARDS ONLY

Budget request includes salary for clerical and administrative staff, postage, local telephone service, office supplies, general purpose software, subscriptions, [click here for more information](#)

Yes No

Indicate if this project requires additional space or facilities. If yes, please provide a description. Click "Save and Continue."

SPACE & FACILITY

Additional Space and/or Facility Recommendations for this Project?

Yes No

If yes, please describe: _____

Indicate If your project will use space in either USF Health Byrd Alzheimer's Institute or CAMLS.

Yes No

Will any portion of the proposed take place in CAMLS?

Research Computing- Will the project be using USF IT's [Research Computing High Performance Computing](#) department?

RESEARCH COMPUTING

Will the project require use of high performance computing (HPC), visualization, large (> 10 Terabytes) of storage or other advance computing resources? Yes No

Indicate if the budget calls for

Project Budget

Year One Budget Period - Enter the budget information for the Initial Budget Period including the start and end dates of the initial budget period, the [direct costs](#) (rounded to the nearest dollar), the [modified total direct cost](#) (MTDC) or the [total direct costs](#) (TDC), and the [Indirect Cost \(F&A\) Rate](#). To determine what amount to use for MTDC or TDC, please refer to the [Facilities and Administrative Cost Rates](#) under "Base." The green "View Rates" button provides a link to a chart with the indirect cost rates.

YEAR ONE BUDGET PERIOD (Please round direct costs to the nearest dollar)			
FROM: (mm/dd/yyyy)	01/01/2013	TO: (mm/dd/yyyy)	12/31/2013
DIRECT COSTS: \$	10000	MTDC or TDC: \$ (INDIRECT COSTS BASE to which F&A rate is applied)	10000
View Rates		View Rates	
DIRECT COSTS: \$	10000	INDIRECT COSTS: \$	3450
TOTAL COSTS: \$		13450	

Project Period - Enter the budget information for the Project Period including the start and end dates of the entire project period, the direct costs (rounded to the nearest dollar), the MTDC or TDC, and the Indirect Cost Rate. If no indirect costs are allowed, enter a zero in the indirect cost box.

PROJECT PERIOD			
FROM: (mm/dd/yyyy)	01/01/2013	TO: (mm/dd/yyyy)	12/31/2015
DIRECT COSTS: \$	20000	MTDC or TDC: \$	20000
View Rates		INDIRECT COSTS RATE: (Facilities & Administrative Costs, "F&A" Rate)	34.5 %
DIRECT COSTS: \$	26900	INDIRECT COSTS: \$	6900
TOTAL COSTS: \$		33800	

Once all fields have been completed, click the "Calculate Costs" button. the indirect cost and total cost should match the proposal budget.

YEAR ONE BUDGET PERIOD (Please round direct costs to the nearest dollar)

FROM: (mm/dd/yyyy) TO: (mm/dd/yyyy)

INDIRECT COSTS: \$ MDC or IDC: \$
(INDIRECT COSTS BASE to which F&A rate is applied)

INDIRECT COSTS RATE:
(Facilities & Administrative Costs, "F&A" Rate)

TOTAL COSTS: \$	13450	INDIRECT COSTS: \$	3450
-----------------	-------	--------------------	------

PROJECT PERIOD (Includes Year One. Please round direct costs to the nearest dollar)

FROM: (mm/dd/yyyy) TO: (mm/dd/yyyy)

DIRECT COSTS: \$ MDC or IDC: \$
(INDIRECT COSTS BASE to which F&A rate is applied)

INDIRECT COSTS RATE:
(Facilities & Administrative Costs, "F&A" Rate)

DIRECT COSTS: \$	6900	TOTAL COSTS: \$	26900
------------------	------	-----------------	-------

Indicate whether or not full indirect costs are being requested. To determine the full indirect cost rate for the project type and funding source, refer to the [Facilities and Administrative Cost Rates](#). If full indirect costs are not requested, indicate why. Click "Save and Continue."

Does this project budget include a USF Negotiated Indirect Cost (F&A) rate?

Yes No

Other Sponsored Activities (On-Campus) - 34.5%

If NOT using a **USF Negotiated F&A Rate**, please state reason:

Internal Form Review - ADD F&A INFORMATION

% PI / Co-PI 11. Project Information COLLEGE/AREA

Project Investigators
Add Add Investigator
Add Senior Staff

3. Sponsor & Federal Awards
Keith Anderson

4. Commitment
Add F&A Finish

5. Project Budget

6. F&A and Cost-Sharing
-Add F&A Information
-Edit F&A Information
-Delete F&A Information

Once all fields have been completed for the first distribution, click the “Add F&A” button. Repeat the steps for each

Click “Calculate Totals” to populate the totals fields and verify them against the budget. Then click “Save and Continue.”

USF COST-SHARING / IN-KIND / MATCH

COST-SHARING?
 Yes No

Required: % or Voluntary: %

PROJECT COMMITMENT	DEPARTMENT	COLLEGE	DSR	OTHER USF ENTITY	NON-USF 3RD PARTY	TOTAL
Equipment and Other Capital						
				\$ 0	Expense	

Compliance Approvals (*attach copies of compliance approval letters*)

Only the PI can fill out this section.

Indicate if this project involves:

Biohazards (Toxins, Infectious Agents, Recombinant DNA), the Status (approved, closed, exempt, pending), the Approval Date, and Number.

BIOHAZARDS

Are BIOHAZARDS used in this project?

No Yes

Approval Date: Number: Status:

Radioactive Materials, the Status (approved, closed, exempt, pending), the Approval Date and Number.

RADIOACTIVE MATERIALS

Are RADIOACTIVE MATERIALS used?

Yes No

Status: Approval Date: Number:

-- Please Select from below --

Diving Safety

DIVING SAFETY

Will SCIENTIFIC DIVING be utilized in the project?

Yes No

USF Boating

USF BOATING

Will a vessel be utilized in this project?

Yes No

Is the operator Motorboat Operator Certification Course (MOCC) certified?

Yes No

Human Subjects (Exempt, Expedited, Full, Outside IRB), the Status (approved, closed, exempt, pending), the Approval Date, and Number.

HUMAN SUBJECTS

Does your study involve **HUMAN SUBJECTS**?

Full Outside IRB Exempt Expedited

Approval Date: Number: Status:

Laboratory Animals, the Status (approved, closed, exempt, pending), the Approval Date, and IACUC number. Also indicate whether or not animal data will be used to support a FDA submission.

The screenshot shows a form section titled "LABORATORY ANIMALS". Below the title, there are three input fields: "IACUC Number:", "Status:", and "Approval Date:". The "Status:" field contains a dropdown menu with the text "-- Please Select from below --".

Conflicts of Interests, Outside Activity, and Nepotism

Only the PI can fill out this section.

Do any Investigators (or their Immediate Family) have a Reportable Financial Interest or Relationship on this USF System Research Project? To learn who may qualify as an Investigator, an Immediate Family member, or what constitutes a Reportable Financial Interest or Relationship, please refer to the [USF System Policy 0-309](#) definition of "Investigator", "Immediate Family", or "Reportable Financial Interest or Relationship".

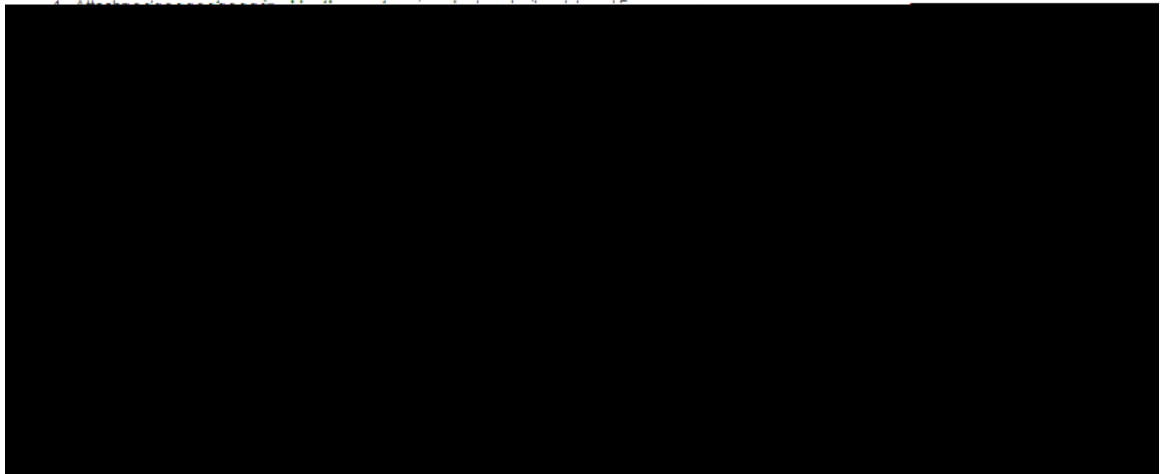
If yes, please disclose the Reportable Financial Interest or Relationship through the eCOI online disclosure system via Applications for Research Compliance (ARC): <https://arc.research.usf.edu/Prod>.

The screenshot shows a form section titled "CONFLICT OF INTEREST DISCLOSURE". Below the title, there is a text area for disclosure. The text in the text area reads: "If yes, please disclose the Reportable Financial Interest or Relationship through the eCOI online disclosure system via Applications for Research Compliance (ARC): <https://arc.research.usf.edu/Prod>."

Step 9. File Attachments

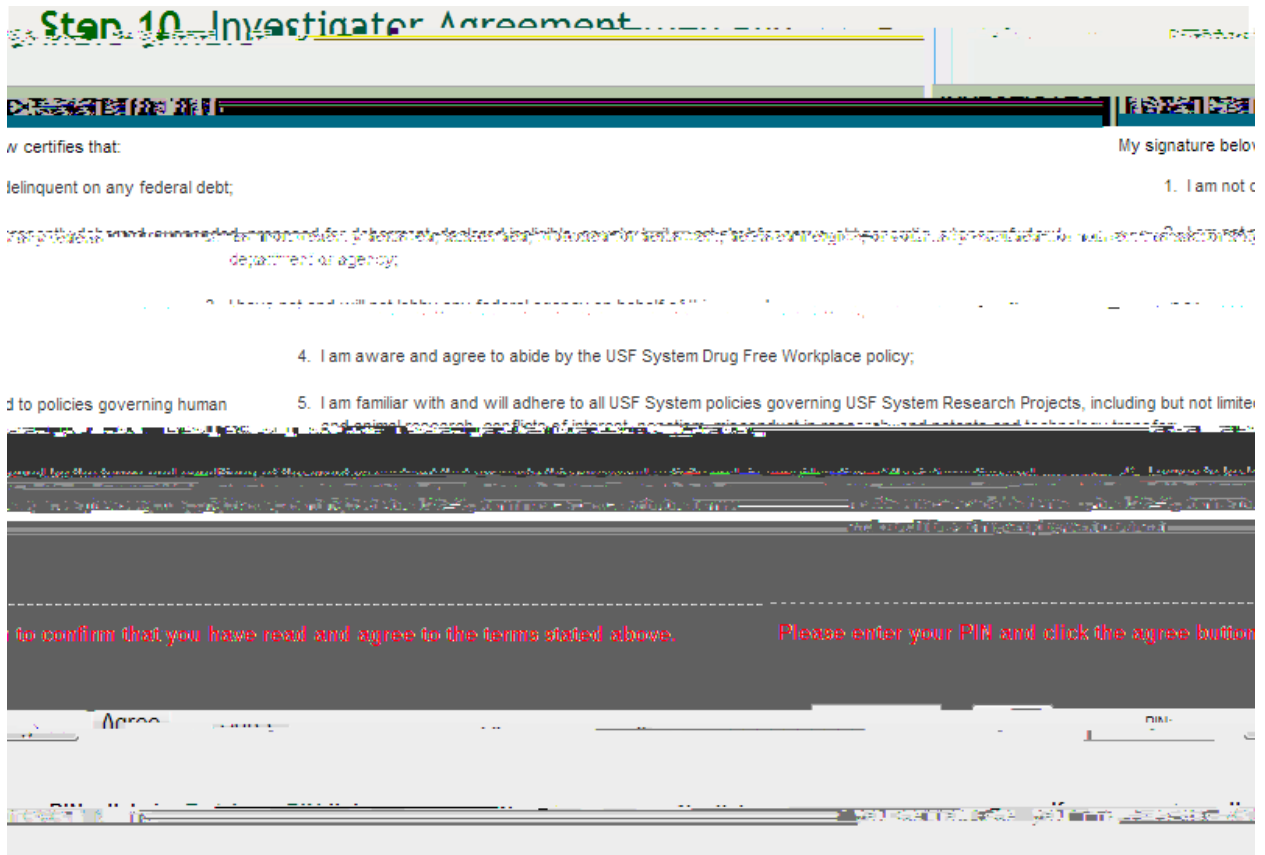
INSTRUCTIONS

General Information



Investigator Agreement

The PI should read the Investigator's Statement, enter his or her PIN and click "Agree."



Step 10 Investigator Agreement

I, _____, certify that:

1. I am not currently delinquent on any federal debt;

2. I am not currently employed by, or a consultant, contractor, or subcontractor of, the USF, or any department or agency;

3. I am not currently employed by, or a consultant, contractor, or subcontractor of, any other federal agency on behalf of the USF;

4. I am aware and agree to abide by the USF System Drug Free Workplace policy;

5. I am familiar with and will adhere to all USF System policies governing USF System Research Projects, including but not limited to policies governing human and animal research, conflicts of interest, non-disclosure, and intellectual property.

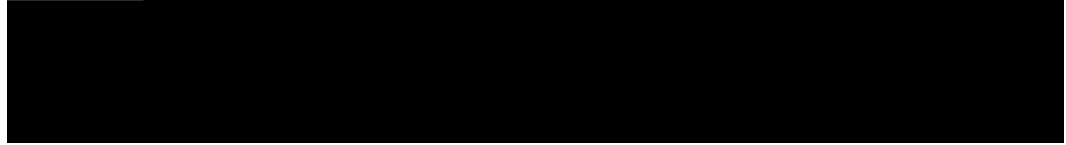
to confirm that you have read and agree to the terms stated above. Please enter your PIN and click the agree button.

Subject: Temporary Withdrawal of Online Internal Form - Robin Jones

Page 1 of 1

Internal form is: Center for the Study of Research Administration

The title of this document is:



Co-PI requests for approval will appear under “Co-Investigator Approval Requests” from the User Console. Co-PIs should review the form, and indicate their intent to participate by electronically signing the agreement.

Internal Form users may update their user profile, change their password and/or their security question or retrieve their PIN from the User Console.

CRAN users have additional capabilities/privileges:

Department Faculty List displays everyone in the department that has an Internal Form system account, their GEMS ID and U

If it is rejected, click “Reject”, complete the rejection comments so that the PI is aware why it is rejected, indicate the signing level (PI, Chair, Dean), enter his or her PIN, and click “Submit Decision.” The PI will be notified that the submission was rejected.

Timelines