

Complete and submit this form to the Office of Research Administration to initiate a proposal (record in InfoEd).

PART I - Proposal Information

Proposal Title		
Due Date	Proposal Type	Project Type
Sponsor Name	Program Name	Period of Performance
Solicitation URL		

PART II - Key Personnel Data

Please list all key personnel (PD/PI and Co-PI/Co-I) to be included in this proposal. If more space is needed, please attach an additional sheet.


* [MS law](#) prohibits one PI from supervising another, and individuals related by blood or marriage may not be in a supervisory relationship.

** Listing two PD/PIs indicates that each will have equal shared responsibility for the proposed project.

Role	Name	Employee ID	Discipline

Key Personnel Requirements

The PI must review and confirm the following responsibilities before proposal submission:

	All key personnel are in compliance with USM's Conflict , Intellectual Property , & Export Control policies.	 USM Office of Research Integrity
	No key personnel are involved in a malign foreign talent recruitment program (MFTRP) .	
	All key personnel have completed the required Research Security CITI training.	
	I will provide all required technical and financial reports if the project is awarded.	

PART III – Other Proposal Information

		Yes	No
Conflict of Interest	Does any individual involved in this project have a potential or actual conflict of interest that could impact the objectivity of the research or proposed activities?		
	Do all key personnel have an updated COI disclosure on file with the Office of Research Integrity?		
Human Subjects	Will the project outlined in the proposal involve human subjects?		
Animal Use	Will the project outlined in the proposal involve the use of vertebrate animals?		
Restricted Entities	Does the project involve any entity that is from or located in a sanctioned country or country of concern? Cuba, China, Iran, N. Korea, Russia, Syria, Venezuela		
Foreign Involvement	Will the project involve foreign travel, collaboration with a foreign entity, or any other foreign component?		
Proprietary Information	Does the project involve conducting proprietary research (i.e., research that is not intended to be openly shared)?		
Dissemination Restrictions	Does the sponsor have any restriction on publication or sharing research methodologies, results, data, etc.?		
Classified Materials	Does the project involve any classified materials, equipment, technology, or data?		
Export Controls	Does the project involve any work, data, or technology that is subject to Export Administration Regulations (EAR) or International Traffic in Arms Regulations (ITAR)?		
Controlled Unclassified Information (CUI)	Will the proposed project involve the use of or the creation of CUI?		

PART IV – Financial Considerations

		Yes	No
Graduate Students	Will the proposed project directly support graduate students?		
Cost Share	Is cost share required by the sponsor for this proposal?		
Course Release	Are you requesting course release as part of this proposal?		
Program Income	Will the proposed project generate program income?		
IDC Distribution	Is the standard IDC distribution applicable? If no, see "IDC Distribution" on next page. 40% E&G/40%VPR/10% College/10% School; GCRL units at 100%		

IDC Distribution – If the IDC distribution differs from the standard, please complete the information below and attach supporting documentation. If additional IDC allocation is needed, please use the comment box.

E&G	VPR	College		School	
%	%	%	College Code	%	School Code

USM Cost Share Details - If cost share is included in this proposal, please provide details below.

Type of Cost Share	Fund	Department ID	Program	Project	Amount

Course Release Details – If course release is planned as part of this proposal, please provide details below. Attach an additional page if more space is needed.

Faculty/ Staff Name	Year	Semester	Effort (%)	Sponsor	Cost-Share
Example: Laura Smith	26/27	Fall	25%	\$6,250	\$6,250

PART V – Comments