

OSP AUTHORIZATION FORM

INVESTIGATOR INFORMATION

Principal Investigator: _____

College: _____ Department: _____

Co-Principal Investigator 1: _____

College: _____ Department: _____

Co-Principal Investigator 2: _____

College: _____ Department: _____

Co-Principal Investigator 3: _____

College: _____ Department: _____

BANNER Administrator: _____

College Org #: _____ Dept Org #: _____ HERD: _____

FUNDING AGENCY INFORMATION

Funding Source: _____

Point of Contact/Email: _____

Funding Opportunity: _____

RFP Number: _____

Subaward? _____ Prime Applicant: _____

PROJECT INFORMATION

Title: _____

Description:

Start Date: _____ Class: _____ Type: _____

End Date: _____ Agency: _____ Mechanism: _____

BUDGET INFORMATION

Direct Costs	Indirect Costs	Total Request	Match
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TOTAL:

Course releases: _____ Notes: _____

Supplemental compensation:

Indirect Rate:

If "other", indicate rate: _____

COMPLIANCE

The PI should initial below on all items checked by OSP to indicate awareness of requirements and agreement to comply. For questions, contact ospgrants@hartford.edu.

**OSP
Required?** **PI
Initials**

- _____ **For ALL applicants:** The University maintains its own [General Expense and Travel Policy](#) that is followed *in addition to* funder-specific policies. Please review it. In instances where funder regulations are more stringent than University policy, funder regulations will prevail.
- _____ **For ALL applicants:** In instances where facilities are necessary to a project beyond those typically used for research/professional practices, Provost approval is required to proceed. Examples include summer camps, programs that provide housing, projects that necessitate the use of communal or atypical spaces and/or resources, etc.
- _____ **Opportunities that fund travel:** All travel reimbursements require retention of *detailed receipts*. See University travel policy (above) and funder policy.
- _____ **Federal Applicants:** Recipients of most federal awards are REQUIRED to provide training to student researchers, as well as maintain their own credentials, in Responsible Conduct in Research (RCR). A minimum of 8 hours meets federal regulations. RCR training is available through the [CITI Program](#).
- _____ **NASA/CTSG Applicants:** Recipients of NASA funds must notify OSP within 10 days if any administrative action has been taken against the award recipient that relates to sexual harassment or sexual assault allegations, effective 4/9/2020.
- _____ **For NIH requests:** Financial conflict of interest training by all investigators is required via NIH's module. See UHart's [FCOI policy](#).
- _____ **For other federal requests:** Financial conflict of interest training by all investigators is required via the CITI Program. See UHart's [FCOI policy](#).

The following are required/enforced for this project. PI/Co-PI can direct questions to OSP.

Uniform Guidance, including cost principles 2 CFR 200:

<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200>

Uniform Guidance, including cost principles 2 CFR 1800 (required for NASA):

<https://www.ecfr.gov/current/title-2/subtitle-B/chapter-XVIII/part-1800>

Responsible Conduct in Research Training (required for federal grants):

<https://www.hartford.edu/unotes/2020/01/responsible-conduct-in-research-rcr-training-is-available-for-all-students.aspx>

IRB/Human Subjects Committee Approval

<https://www.hartford.edu/about/campus-leadership/office-provost/faculty-development/human-subjects-committee/>

IACUC Approval

<https://hartford.edu/about/offices-divisions/office-sponsored-programs/osp-templates/institutional-animal-care-committee.aspx>

Clinicaltrial.org registration

<https://clinicaltrials.gov/>

Institutional Biosafety Committee (IBC)

OTHER: _____

CONFLICT OF INTEREST

The University of Hartford requires investigators to disclose any and all financial interests that might impact externally funded activity. *Significant financial interests* also include those of immediate family members. Review the University of Hartford's Financial Conflict of Interest Policy, which includes requirements for 42 CFR Subpart F. When in doubt, please contact the Office of Sponsored Programs, which can mitigate risk to the University.

The University's Financial Conflict of Interest (FCOI) Policy can be found at <https://www.hartford.edu/about/offices-divisions/office-sponsored-programs/templates.aspx>. OSP will also provide a copy via email upon request.

PI
Initials

The **PI** has read and understands the University's current FCOI policy.

The **Co-PI** has read and understands the University's current FCOI policy.

Additional Co-PI initials, as applicable: _____

The **PI and/or Co-PI(s)** should check this box if any have a real or potential conflict of interest related to this work as defined by university policies and procedures. If yes, they will submit a disclosure form in accordance with university policy.

REQUIRED SIGNATURES

Each undersigned PI and Co-PI affirms to have read and understood the above requirements and the University's Financial Conflict of Interest Policy. Deans authorize the use of resources, which include but are not limited to course releases, matching funds, university spaces, etc.

PI: _____ Date: _____

Co-PI 1: _____ Date: _____

Co-PI 2: _____ Date: _____

Co-PI 3: _____ Date: _____

Dean: _____ Date: _____

Director, OSP: _____ Date: _____

Provost*: _____ Date: _____

*Conditionally required if indicated in compliance section.

MATCHING FUNDS FORM

	BUDGETED MATCH (\$)	NOTES	SOURCE
<u>SALARIES & WAGES</u>			
<u>EMPLOYEE BENEFITS</u>			
<u>OTHER DIRECT COSTS</u>			
<u>TOTAL DIRECT COSTS</u>		IMPORTANT NOTES: Matching funds are subject to audits and therefore must be fully documented. Steps should be taken to ensure the above funds are available at the time of the award. Deans confirm the availability of these resources by signing the Authorization Form.	
<u>INDIRECT COSTS</u>			
<u>TOTAL PROJECT MATCH</u>			