

## Example ORED Small Grant Program (SGP) Proposal

Faculty should note this example does not address all proposal requirements. Faculty should consult the [2021 Small Grant Program \(SGP\) Application Manual](#) for specific requirements in each section. Pages 1 – 4 are an example Internal Processing Form (IPF) that each applicant will complete online in the Cayuse System when submitting a proposal to the ORED SGP and external agencies. Your IPF will be combined with your SGP proposal when shared with the review panel. The IPF will serve as your title/cover page. Faculty can put the proposal title at the top of page 1 of the Proposal Narrative, but should not include a separate title or cover page.



<b>SPONSOR DIRECT COSTS:</b>	<b>\$ 5,800</b>	<b>\$ 5,800</b>
BASE for F&A Rate (1):	\$ 0	\$ 0
BASE for F&A Rate (2):	\$ 0	\$ 0
BASE for F&A Rate (3):	\$ 0	\$ 0
<b>INDIRECT COSTS (F&amp;A):</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>FEE:</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>TOTAL SPONSOR PROPOSED COSTS:</b>	<b>\$ 5,800</b>	<b>\$ 5,800</b>
Internal Cost Sharing:	\$ 0	\$ 0
Third-Party Cost Sharing:	\$ 0	\$ 0
<b>TOTAL PROJECT COSTS:</b>	<b>\$ 5,800</b>	<b>\$ 5,800</b>

### Additional Resources and Supplemental Compensation

Additional Resources and Supplemental Compensation Questions:  
Do you need

**additional resources** that are not included in the proposal budget to conduct this project?

**AND/OR**

Is any **supplemental compensation** proposed? If yes, see [UA policy on supplemental compensation](#).

No

No Answer Additional Resources

No Answer Supplemental Compensation

Please provide a brief explanation for the additional resources:

No Answer

### Conflict of Interest

- I understand that every member of the research team must have a current financial conflict of interest disclosure on file with the Office for Research Compliance, as described above, prior to submission of this proposal.  
Yes
- Has the University or has a University-related foundation received a cash or in-kind gift for the use or benefit of any member of the research team from an entity that owns or has the right to commercialize a product, process, or technology studied in this project?  
No

### Regulatory Compliance

Does this research involve **HUMAN SUBJECTS**?

Yes

Has your research team submitted an application for IRB approval?

No

Reason for no IRB application: **Submission is pending**

Does this research involve **VERTEBRATE ANIMAL SUBJECTS**?

No

### Research Materials

Does the proposal involve research with any of the following? (please check all that apply)

No Answer Radioactive Materials OR Nanomaterials

No Answer Potential Biological Hazards (viruses, recombinant DNA, etc...)

No Answer Chemical Hazards (poisons, explosives, reagents, flammables, carcinogens, etc...)

No Answer Does this study involve the use of materials provided by the sponsor or any other party?

No Answer Neurotoxin Hazards (botulinum neurotoxins, botulinum neurotoxin-producing species of Clostridium, or preparations or pharmaceuticals containing botulinum neurotoxins, etc...)

Yes None of the above

### Subcontractors

None

### Export Control

1. Does the proposed work involve any of the following, or do you have any other reason to believe it may involve export control or security concerns?

- Homeland Security concerns
- Restricted Department of Energy technology
- Spacecraft technology (U.S. Government)
- DoD Form 2345 Military Critical Technical Data Agreement

No

2. Do you anticipate that the project work may involve:

a. Sending, transporting, transmitting, or carrying any material or equipment related to this project outside the US (examples include: GPS, biologicals, diagnostic kits, reagents)

No

b. Travel outside the US?

Yes

c. Transmitting funds (through payments, for example) or goods or technology to any of the following countries on the [OFAC list](#).

No

3. Some types of research may have export control implications even if all work is conducted within the U.S.

Do you anticipate that the project work may involve:

a. Non-commercial encryption or information security software?

No

b. Any equipment, technology, materials or software specifically designed, modified, or adapted (even slightly) for a military purpose or that may involve national security?

No

c. Any classified materials, equipment, technology or data?

No

### Intellectual Property

1. Have you disclosed any of this research to the Office for Technology Transfer or any other Intellectual Property Office (on or off campus)?

No

Do you think this research has the potential for a patent?

No

2. Does this research involve any exchange of confidential or proprietary information?

No

3. Does the research in this proposal involve any issued patents?

No

4. Will this research use any materials obtained from a third party under a transfer agreement granting ownership rights in inventions and/or data out of the use of the material?

No

5. Will this research use anything that is licensed to another entity?

No

6. Is this proposal an SBIR (Small Business Innovative Research Program) or an STTR (Small Business Technology Transfer Program)?

No

7. Is this project federally funded?

No

### Other Project Information

Please indicate whether this project is affiliated with a University Institute.

No Answer

Yes Yes, this project is affiliated with a University Institute, **and I have completed this [form](#) and uploaded it to the Proposal Attachment tab.**

No Answer No, this project is not affiliated with a University Institute.

Please indicate if this project is aligned with one of the following University-Wide Research Initiatives.

Life Research

### Location of Sponsored Activities

Center(s)	Percent Work
None	(100.00%)

In-State County Locations <b>DO NOT USE</b>	Percent Work
none	

Out-of-State Locations <b>DO NOT USE</b>	Percent Work
--	--------------

none

Out-of-Country Locations **DO NOT USE** Percent Work

none

**Proposal Abstract 32**

1. I give permission to make this abstract publicly accessible:  
No Answer
2. Abstract:
3. Please select a Field of Science code that describes the type of research contained in this proposal:  
D2B - LS Bio&Biom Sci Bas (32)

**Proposal Attachments**

Document Name	Document Size	Document Type
NixCharlotte2021AreaX.docx	22KB	Proposal

**Submission Notes**

There are no notes added to the proposal

**Certification**

## Investigator Approval

Investigator	Authorizing Person	Authorized On
Nix, Charlotte	Lead Principal Investigator	
Mills, Jennifer	Principal Investigator	

## Dean/Chair/Director Authorization

Department	Authorizing Person	Authorized On
Office for Research and Econ Development		
Office for Sponsored Programs		
Vice President, R&ED		

**PROPOSAL NARRATIVE (abbreviated example)**  
**Proposal Title**

*Do not include a title page. The information you enter into Cayuse will be attached to your proposal. You do not have to include "OREDSPG2020AreaX" in the proposal narrative title. The Proposal Narrative may be a maximum of five (5) pages and must be double spaced with 12-point font and written in layman's terms. An abstract is required. The other headings are for example purposes. Use headings that are appropriate for your project.*

**Abstract:** 1-2 paragraphs

**Purpose:**

**Significance:**

**Design:**

**Outcomes:**

**Timeline:**

## **Budget**

*You can create a budget in Word or use the Excel template on <http://ovpred.ua.edu/research-development/rgc/> and paste it into Word. There is a two (2) page limit on the budget. There are no restrictions on the margins.*

## **Budget Justification**

*Two (2) page limit, may be single or double spaced with 12-point font and 1-inch margins.*



## **CVs**

*A current CV for the PI and the co-PI, if applicable, is required. There is a two (2) page limit for each CV. The CV(s) may be single or double-spaced with 12-point font and 1-inch margins. NSF and NIH bio-sketch formats are acceptable, but not required.*

### **Current and Pending (C&P) support**

*A C&P document for the PI and co-PI is required. The C&Ps may be single- or double-spaced but must be in 12-point font with 1-inch margin. There is no page limit for the C&Ps.*

*If there are no current and pending submissions or awards to report, a page with the heading "Current and Pending" that indicates "N/A" is required. The C&P must include external pending submissions and awards from the past three years.*

### **Internal Funding Support History**

*A document with the support history of internal awards for the PI and co-PI is required. The document may be single - or double-spaced with a 12-point font and 1-inch margins. There is no page limit.*

*If there is not a history of receiving an internal award from UA (ORED, A&S CARSCA, one of the UA Institutes) in the past 5 years, a page with the heading "Internal Funding Support History" and "N/A" is required.*