Please contact Office of Sponsored Projects (OSP) before beginning the Internal Approval Form to discuss your project proposal and provide a copy of RFP or grant submission guidelines.

The Internal Approval (IA) Form for is the cover form used to record required University approvals and route grant and contract proposals through the University's submission process. The IA Form is required for any projects requesting funds from external sources. Copies of this form can be obtained from the Office of Sponsored Projects or downloaded from the OSP webpage.

This guide should be used to assist an applicant (called the Principal Investigator, or PI) to properly complete an IA form. When submitting a grant proposal, please make sure to complete all information requested on the form. Please complete the IA form electronically using Adobe Reader. For additional assistance regarding the correct grant proposal/contract submission process for the University, please contact OSP at extensions 1224 (Director) or 2040 (Sponsored Project Specialist).

IA form is due to OSP 14 calendar days prior to the agency due date for the application. When submitting your form, please include the following:
1. Complete copy of the prepared grant proposal
2. Complete copy of the RFP or grant submission guidelines
3. Proposed project budget with budget justification
4. Any position descriptions for grant funded personnel
5. The statement of work and budget for any subrecipients, if applicable
6. Any other supporting documents required by the RFP or grant application guidelines

Note: If the PI is required to submit a concept paper, statement of interest, or letter of inquiry to a funding agency for approval before a full proposal is allowed, the concept paper does not need to be submitted for the internal approval process. However, **it is required that the PI inform the Director of OSP, the Chair of the Department, and respective Dean of the proposed project before it is submitted to the sponsoring agency for review**. If the PI is approved to submit a full grant proposal based on a concept paper, the full proposal **will** require routing through the internal approval process.

INTERNAL APPROVAL FORM

Section 1.
- **Title of Project:** Title of the project proposed in the grant application.
- **Sponsoring Agency, Name and Address:** Name and address of the agency or entity to which the application is being submitted for funding. For subawards or pass-through funding, the sponsoring agency is the source where the funds originate.

Section 2.
- **Principal Investigator (PI):** The individual(s) responsible for initiating and directing the proposed project.
- **Department:** Please indicate the major academic unit(s) or other entity in which the primary PI(s) holds appointment.
- **Extension:** If on the Washburn main campus, please indicate the phone extension number for each PI. If not, please indicate the full phone number of the PI.

- **PI Administrative Oversight:** Please indicate with a check which entity will be contractually responsible for administering project activities and reporting requirements.

Abbreviations: School of Applied Studies (SAS), School of Business (SOBU), School of Law (SOL), School of Nursing (SON), College of Arts and Sciences (CAS), Center for Community Service and Civic Engagement/LinC (CCSCE/LinC), Washburn Institute of Technology (WU TECH), or other name.

Section 3.
- **Brief Description of Project Proposal:** Please include a brief description of the project proposed in the application using the space provided. Focus on key project goals, deliverables, and university commitments. A response stating "See narrative" or "See proposal" is insufficient.
- **Project Term:** Please indicate the contracted beginning and ending dates of the project.

Section 4.
- **Agency Due Date:** Enter the date the application is due to the funding source. Please indicate if this is the date the application is to be received by the funder (Receipt) or if it is the date the application has to be postmarked on or before (Postmark).
- **Source of Funding:** Type of funding used to sponsor the grant project. Please note the source of funding may not be the same as the type of funding agency (example: a state agency sponsoring a project using federal flow-down funds makes it a federal source). If the project is sponsored by more than one source, please only check the source for this submission.
- **Type of Submission:** Indicate the type of proposal submission.
  - **Initial:** First proposal for this specific project to this specific sponsoring agency.
  - **Competitive Renewal:** For currently funded projects that require submission of a new proposal to ensure continued funding by the sponsoring agency. Continued funding is contingent upon the strength of the proposal in comparison to competing proposals.
  - **Non-Competitive Renewal:** For currently funded projects that require a new proposal to ensure funding beyond a period of performance. The new proposals are not in competition with other proposals for funding (that is, continuation of funding is expected).
  - **Subaward:** For projects that are a component of a larger grant proposal from an external university or partner. For example: The University of Kansas is the recipient of an award in which Washburn University is allocated a portion of the funds to complete a specific component or work. If this project is a subaward, list the affiliated university or partner responsible for managing the full grant.
  - **Letter of Inquiry or Intent:** For agencies that require a letter of inquiry (LOI) or letter of intent prior to submission of a full proposal. Letters of Inquiry **may** result in a request for a full, initial proposal from the funding agency. Letters of Intent **may** result in feedback on project eligibility or activities. Often, the sponsoring agency will screen LOIs for eligibility or applicability to the funding opportunity; in other occasions, an LOI provides an estimate of the number of likely applicants.
  - **Required Draft or Preliminary Proposal:** For agencies that require a preliminary draft of the proposal be reviewed by the agency in advance of submitting a full, initial proposal. Required drafts may result in recommendations for improving the full proposal, rather than selection or approval of proposals for funding.
- **CFDA or Agency RFP Number:** Notate the number associated with the Request for Proposals by the agency. In the case of federal funding, please indicate the corresponding Catalog of Federal Domestic Assistance (CFDA) number for the funding opportunity (e.g. 16.097)

- **Type of Activity:** Indicate the primary type of activity proposed in the grant project. Check all that apply:
  - **Academic Support:**
  - **Equipment:** Purchase of equipment (single item at least $5,000)
  - **Facilities/Construction:** Building, installation, or renovation of a structure
  - **Student Instruction:** Involving instructional or technical course work, training classes, or workshops for students
  - **Professional Development:** Involving training courses or workshops for faculty or staff
  - **Public Service:** Services rendered to the general public
  - **Research:** Systematic inquiry or investigation to discover knowledge, theories, or applications
  - **Collaboration with Other Entities:** Involving collaboration with other institutes of higher education, public agencies, or external entities

Section 5.
- **Project Budget:** This section refers to the major components of the grant project budget. When completed, this section will be a condensed version of the overall grant proposal budget. If this form is completed on-line, the form should automatically calculate the totals once the correct information has been entered. **Note:** It is strongly suggested the PI review and compare the IA form budget calculations to those prepared for the grant proposal budget to ensure the calculations coincide. If you are completing the IA form manually, please make sure the calculations are correct.
  - **A. Amount of this request:** Indicate the total amount being requested in this proposal from this specific sponsoring agency.
  - **B. Total Washburn Funding Commitment:** If this form is completed electronically, a formula embedded in this section should automatically calculate the total based on the amounts entered in the two nested fields.
    - **Amount of Cash Match:** Source of cash contributions allocated to the grant project from Washburn University. In addition to indicating the amount of funding allocated, please include on a separated document the funding's expense designation code, itemized amount, and budget category, to track exactly where this funding is allocated from. This tracking code includes the alpha-numeric sub-codes that indicate the Fund, Organization, Account, Program, Activity, and Location of the funds to be used (FOAPAL). This information is REQUIRED for each cash fund source to be used for the grant project.
    - **Amount of In-Kind Match**: If in-kind match is required by the grant, indicate other costs which are not hard cash but are directly related to the completion of the grant project. Examples of in-kind match include salaries (with fringe benefits) for faculty and staff working on the project, use of office or space for project activities, use of existing computers and equipment, etc. This form only requires the total of all in-kind matching funds be entered. In addition to indicating the amount of funding allocated, please include on a separated document the funding's expense designation code, itemized amount, and budget category, to track exactly where this funding is allocated from.
  - **C. Amount to Request from other External Sponsors:** Please indicate the amount of other external funding required to complete the project. Attach documentation listing the source, amount, designated use, and whether the funding is committed or pending.
  - **D. Total Project Cost:** Indicates the total funding by ALL sources. Please enter (where indicated) the total amount of funding requested from the sponsoring agency and the amount of funding contributed by other external funders (leveraged funds or cost share) for this field to calculate.

- **Proposal Benefits to Washburn University:** This section considers the benefits that obtaining the award and implementing the project will have for the University. Please indicate all the benefits that apply to the project and award, including the approximate cash value of these benefits.
    - **Facilities and Administrative (F&A) Cost Payments:** This is revenue obtained from the award for the administrative activities associated with implementing a grant. Check with the grant application guidelines and the OSP Accountant to review the stipulations and methods for calculating F&A costs.
    - **Other Sources of Revenue:** List any income that may be a result of the project award and activities. Examples include registration fees, material sales, books sales, etc.
    - **Other Tangibles:** Additional items that will be obtained and will be of use to the University. Such items include equipment, art, course work, new books for WU classrooms, new building/space, etc.
    - **Other Intangibles:** Items that, although not a physical item, will benefit the University. Such items include facilitating a good University reputation, public relations, published articles, additional recruitment, increased enrollment, etc.

Note: It is the PI's responsibility to make sure all calculations are correct and coincide with the calculations shown in the original grant proposal budget.

Section 6.
- **Administrative Proposal Requirements (A-M):** This section addresses administrative and programmatic activities that, if part of the grant proposal, may require special approvals and/or assurances (this would be in addition to the standard required signatures). It is the PI's responsibility to follow up on any activity (listed A-M) checked "yes" in this section to ensure any special requirement/approval needed for that activity is completed before the application is submitted to OSP for final approval. Many of these forms are available for download on the OSP webpage. Please contact the Director of OSP or OSP Accountant for any questions concerning these special requirements.

Section 7.
- **Additional Information:** If necessary, please include any notable information about the grant project proposal that was not included in any of the sections for the IA form.

Section 8.
- **Required Signatures of Principal Investigator and Dean:** The final section of this form is for the standard required signatures for the project proposal. The PI is responsible for obtaining the required academic signatures (Department Chair, Dean, review boards, etc.) and submitting the IA form with proposal to the Office of Sponsored Projects for review.

AREA RESERVED FOR OFFICE OF SPONSORED PROJECTS
This section will be completed by the Director of Sponsored Projects and Sponsored Projects Accountant once the IA form and grant proposal has been reviewed. OSP will route the entire grant application package to the Vice President of Academic Affairs and the Vice President for Administration and Treasurer for final review and approval. **The PI should allow for a minimum of 14 calendar days for the grant proposal application package to be routed through the final approval process. Late submissions to OSP may delay submission to the sponsoring agency.**