



OSP Form Two Proposal Submission

To the Author: Please attach a copy of your [Abstract](#), [Budget](#), [Budget Justification](#), and the [current RFP](#) (and any reviewers' comments if this is a re- application to this form.) After the completion of the shaded area (proposal documentation and submitting department signatures), submit this form and its attachments, to the Office of Sponsored Programs located in the Troup Building. Please allow at least ten **(10) business days** for the review and routing process. The entire finalized proposal package is required to be submitted with this form to OSP. You will be contacted by the Office of Sponsored Programs when the process has been completed.

Document Information:	
Notice of Intent Approval Number	<input type="text" value="OSP-2001"/>
Attach Approved Notice of Intent	<input type="text" value="Notice of Intent Final Form.pdf"/> <input type="button" value="Delete file"/>
<p style="text-align: right;"><small>Please attach an approved Notice of Intent Form. if you do not have an approved Notice of Intent Form please contact the Pre-Awards Coordinator.</small></p>	
Indicate the title of the proposal in the area below:	<input type="text" value="FVSU Disney"/>
<input type="button" value="Save Progress"/>	<input type="button" value="Next"/>

Guide to Proposal Submission Form 2.0

Introduction

Before any proposal, prime or subaward, is submitted to a funding agency, it must be routed through the FVSU internal review process. The *Notice of Intent to Submit Form (OSP Form One)* is the first step in the process. It should be completed and returned to the Office of Sponsored Programs (OSP) as soon as possible, but no later than **15 business days** before the agency submission date.

The internal review process for external funding proposals ensures compliance with federal, state, and institutional regulations and promotes accuracy in all budgetary and institutional information. The second step is the *Proposal Submission Form (OSP Form Two)* along with the appropriate signatures and documents should be submitted no later than **10 business days** before the agency submission date.

To complete the forms please visit www.fvsu.edu/sponsored-programs Select **Resource Center**.



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Proposal Submission Form (OSP Form Two)

Section 1 Document Information

Document Information:

Notice of Intent Approval Number *OSP-2001

Attach Approved Notice of Intent Notice of Intent Final Form.pdf

Please attach an approved Notice of Intent Form. if you do not have an approved Notice of Intent Form please contact the Pre-Awards Coordinator.

Indicate the title of the proposal in the area below:

*FVSU Disney

1. Enter the Notice of Intent Approval Number.

 **Note:** You must complete the Notice of Intent (OSP Form 1) to receive this number.

2. Attach a copy of your Notice of Intent to Submit Form.

 **Note:** This form may be retrieved from dynamic forms via myapps.fvsu.edu.

3. Enter the proposal title, Click Next.

Section 2 Principal Investigator information.

Principal Investigator:

First Name *Alfreda Last Name *Hester

Phone Number * Email *hester@fvsu.edu

Department *

University/Agency *

1. Enter the first name of principal investigator.

2. Enter the last name of principal investigator.

3. Enter FVSU phone number of principal investigator.

4. Enter FVSU email address of principal investigator.

5. Enter principal investigator organizational department.



6. Enter principal investigator university/agency.

Is this submission a collaboration?

Number of Co-Principals

7. Is this submission a collaboration? Yes or No



Note: If this a subaward, see Section 4

8. If yes. Select the number of Co-Principal Investigators (C0-PI). Enter the following for each Co-PI.

8.1.1. Enter the first name of co-principal investigator.

8.1.2. Enter the last name of co-principal investigator.

8.1.3. Enter the phone number of co-principal investigator.

8.1.4. Enter email address of co-principal investigator.

8.1.5. Enter co-principal investigator department.

8.1.6. Enter the home university/agency of co-principal investigator.

Section 3 Funding Source Information.

Use the funding announcement/RFP to complete the funding source information section. Please be reminded the current **Indirect Cost Rate (IDC) for FVSU is 36%**. The IDC may only change *if the funding agency requires such in the RFP*.

Funder Information:

Funder's Due Date *05/30/2020


Funding Agency *USDA

Funding Opportunity Number *USA122-12223

CFDA

1. Enter the Funder's Due Date




 **Note: The Funder Due Date is the date the proposal is due to the agency. However the proposal is due to the Office of Sponsored Programs (OSP) 15 business days before the agency submission date.**

2. Enter name of Funding Agency/Organization.

 **Note: The full legal name of the Funding Agency or Organization that will be funding the proposal.**

3. Enter the Funding Opportunity Number.

4. Enter CFDA/Assistance Listing Number* if applicable.

 **Note: Catalog of Federal Domestic Assistance (CFDA)/ Assistance Listing Number is the number assigned in awarding documents to most grants and cooperative agreements by the federal government.**

Section 4 Sub-award

5. Is this a Sub-Award? **Yes** or **No**

Sub-Award:			
First Name *	<input type="text"/>	Last Name *	<input type="text"/>
Phone Number *	<input type="text"/>	Email *	<input type="text"/>
Department *	<input type="text"/>		
University/Agency *	<input type="text"/>		

5.1. If **Yes**. Enter the Prime Awardee contact information.

5.1.1. Enter the University/Agency name of Prime Awardee.

5.1.2. Enter first name of principal investigator.

5.1.3. Enter last name of principal investigator.

5.1.4. Enter phone number of principal investigator.

5.1.5. Enter email address of principal investigator.

5.2. If **No**, go to the next question.

Does this proposal require an online submission: * Yes

Please list the submission system.

(Example: Grants.gov, Ez-Fed, etc...)

* Grants.gov

6. Does the proposal require online submission? **Yes** or **No**

6.1. If **Yes**, enter the proposal submission information.

6.2. If **No**, go to the next question.

 **Note: Make sure that you have the credentials necessary to submit electronically example username and password for grants.gov.**

Section 5

Budget Information

Budget Information:


The current rates for all programs are 36% on campus and 13.64% off campus, unless funding agency indicates otherwise. Please refer to the Office of Sponsored Programs (OSP) Standard Operating Procedures Manual for definitions of the terms.

Total Amount Requested: * Indirect Costs Rate Applied % * Amount of Indirect Costs Requested *

7. Enter the total amount of funding requested in the proposal.

 **Note: Direct plus Indirect Costs (if allowable)**

8. Enter Indirect Cost percentage the university may capture from the proposal.

 **Note: The current rates for all programs are 36% on campus and 13.64 off campus, unless funding agency indicates otherwise.**

9. Enter the total dollar amount of indirect costs the university may capture from the proposal.

In-Kind Requirement: * -- Choose --

Matching Requirement * -- Choose --

Flow Through Award (Not a Subaward): * -- Choose --

Library Acquisition Assessed at 3% of indirect cost on all allowable proposals. The PI is responsible for providing proof if not allowable.

Indicate the dollar amount * \$ 0.00

10. Is there an in-kind requirement? **Yes** or **No**?




10.1. If **Yes**, enter the dollar amount required.

10.2. If **No**, go to the next question.

11. Is there a matching requirement? **Yes or No?**

11.1. If **Yes**, enter the dollar amount required.

11.2. If **No**, go to the next question.

12. Is this a flow through award?  *Note: (Not a Subaward)*

12.1. If **Yes**, enter the agency information.

12.2. If **No**, go the next question.

13. Library Acquisition Assessed at 3% of the indirect cost on all allowable proposals it is auto calculated.

 *Note: The PI is responsible for providing proof if not allowable.*

14. Does the proposal require release time? **Yes or No**

 *Note: Release time requires the recommendation of the Department Chair and the Dean, and approval of the Provost and Vice President for Academic Affairs.*

Department Chair / Supervisor Proposal Endorsement Form * No file chosen

Files over 25 MB will not be accepted

15. Do you report directly to a Vice President/Dean/Unit Head? **Yes or No**

 *If you do not report directly to the Vice President/Dean/Unit Head you must have your supervisor complete a Department Chair / Supervisor Proposal Endorsement Form.*

Proposal/Narrative * No file chosen

Files over 25 MB will not be accepted

Budget * No file chosen

Files over 25 MB will not be accepted

Budget Justification * No file chosen

Files over 25 MB will not be accepted

Current RFP * No file chosen

Files over 25 MB will not be accepted

Letters (Letters of Intent, Support, Collaboration, etc...) No file chosen

Files over 25 MB will not be accepted

Other attachments No file chosen

Files over 25 MB will not be accepted

16. Next attach a copy of the following items. Items with * are all required.

- Proposal/Narrative *
- Budget*

Budget Justification * No file chosen

Files over 25 MB will not be accepted

Current RFP * No file chosen

Files over 25 MB will not be accepted

Letters (Letters of Intent, Support, Collaboration, etc...) No file chosen

Files over 25 MB will not be accepted

Other attachments No file chosen

Files over 25 MB will not be accepted

- Budget Justification*
- Current RFP*
- Letters (Letters of Intent, Support, Collaboration, etc...)
- Other attachments

 **Note: All files must be in PDF format and cannot be more than 25MB. If you need help saving an RFP or any other document as a PDF please visit [here](#).**



Section 5

Signature Area for Principal Investigator

Principal Investigator Area:

Vice President/Dean/Unit Head Information:

Please enter the Dean's/Unit Supervisor information in the boxes below:

VP/Dean/Unit Head * VP/Dean/Unit Head * VP/Dean/Unit Head *
First Name Last Name Email

17. Enter the first Name of the Vice President/Dean/Unit Head.
18. Enter the last name of the Vice President/Dean/Unit Head.
19. Enter the e-mail address of the Vice President/Dean/Unit Head.

Principal Investigator Signature:

- * I certify that this proposed project has been thoroughly discussed with my Department Chair or Area Supervisor and that I have not committed this institution to expenses which are not covered in this proposal except for in-kind contributions which have been agreed upon by all parties involved in the execution and management of this project. Further, if this proposal is accepted, I agree to comply with the terms of the award, including submission of all reports, budgets, and other required materials in a timely manner. I understand that if I plan to depart from FVSU prior to completing the terms of the award, my exiting procedure may be delayed until my final reports are completed, or until the project is officially reassigned to another coordinator.
- * I further certify I understand that all proposals for funding submitted on behalf of Fort Valley State University are and remain the Intellectual Property of the University. **Proposals not submitted ten days prior to agency deadline must have a written justification as to why the project is being submitted late.**
- * I understand that all proposals are to be submitted to the funder only after the review process by the OSP and approval by all required University signatories.
- * I assure that there will be no substantive changes before final submission.

* (click to sign) _____
Principal Investigator Signature Date

20. Click to **acknowledge** that you have read and understand **all four statements**.



Sign electronically

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Alfreda
Alfreda

Hester
Hester


Sign Electronically





If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

[Opt out and print](#)


21. Next click sign. A pop-up window will display that will ask you to enter your first and last name to electronically sign the form.
22. Click sign electronically.

Thank you for your Proposal Submission 2.0 Copy submission

 noreply@fvsu.edu
To: Hester, Alfreda B.

 Reply
  Reply All
  Forward
 

Thu 2/18/2021 11:58 AM

 If there are problems with how this message is displayed, click here to view it in a web browser.

GoSecure IDR + Get more add-ins

[CAUTION: External Email]: This email originated from outside FVSU. Use caution replying or supplying information, clicking links or opening attachments. If you suspect the message is fraudulent, utilize the GoSecure IDR option in Outlook, or contact the FVSU Helpdesk at 478-825-6228 or by email, ithelpdesk@fvsu.edu.

This is an e-mail confirmation receipt of your proposal submission titled FVSU Disney. Your form has been forwarded to your Vice President/Dean/Unit Head for approval.

PLEASE NOTE: This message was automatically generated. Please do not respond to this email address. It is used only by an automated system and is not monitored for responses.

Once you submit the Proposal Submission Form 2.0 you will receive an email of form submission.

Section 7

Vice President/Dean/Unit Area Department Chair

23. Did the principle investigator request release time? Yes or No?

23.1. If **Yes**, then go to step 23.3

23.2. If **No**, then go to 24

 *Note: This statement will only appear if the Principal Investigator requests release time.*

Release Time Approved

23.3. The Principal Investigator for this grant has requested release time? Approve or Deny.

Vice President/Dean/Unit Head Area:	
The Principal Investigator for this grant has requested release time.	<input type="text" value="Approved"/>
Vice President/Dean/Unit Head Signature:	
<input checked="" type="checkbox"/> I have reviewed the proposal and/or discussed it with the author. I am satisfied that the project is sound and does not conflict with the stated mission of the institution or the University System of Georgia Board of Regents.	
Release Time Form Release Time.docx <input type="button" value="Delete file"/>	
<input type="text" value="(click to sign)"/>	<input type="text"/>
VP/Dean/Unit Head Signature	Date

23.4. If **release is approved**, then click to acknowledge that you have read and understand the statement and upload the release time form.

Release Time Denied

Vice President/Dean/Unit Head Area:	
The Principal Investigator for this grant has requested release time.	<input type="text" value="Denied"/>
Comments For Requested Release Time	
<input type="text"/>	
Vice President/Dean/Unit Head Signature:	
<input type="text" value="(click to sign)"/>	<input type="text"/>
VP/Dean/Unit Head Signature	Date

23.5. If **release time is denied**, please provided a comment for the PI. This will be emailed back to the PI and the form will stop here until it is corrected or approved.

Sign electronically [X]

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Alfreda

Alfreda

Hester

Hester

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

[Opt out and print](#)

24. If no release time is requested, then click to acknowledge that you have read and understand the statement and upload the release time form.

25. Enter your First and Last name to electronically sign the form and Click submit.

Section 8 Office of Sponsored Programs Area

Office of Sponsored Programs :

* I have reviewed the proposal, budget and budget justification with the author. The proposal is ready for signature review.

Does this proposal have budget and budget justification revisions? *

Revised Total Amount Requested: * Revised Indirect Costs Rate Applied % * Revised Amount of Indirect Costs Requested *

Budget Revision * No file chosen

Files over 25 MB will not be accepted

Budget Justification Revision * No file chosen

Files over 25 MB will not be accepted

26. Click to acknowledge that you have read and understand the statement.
27. Does this proposal have budget and budget justification revisions? **Yes** or **No**
 - 27.1. Enter the revised total amount requested
 - 27.2. Enter the revised indirect costs rate applied %
 - 27.3. Enter the revised indirect cost
 - 27.4. Attach the revised budget
 - 27.5. Attach budget justification revision

Electronic Signature

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Alfreda

Hester

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

[Opt out and print](#)

28. Enter your first and last name to electronically sign the form and Click submit



Section 9

Office of Sponsored Programs Director Signature Area

After reviewing the proposal, please decided if the proposal is approved to move to the next step or needs to be returned or revision.

29. If the proposal is approved complete and sign the Supervisor Area if not proceed to **step 29**.

OSP Director Area:

OSP Signature

Date

Sign electronically

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Alfreda

Alfreda

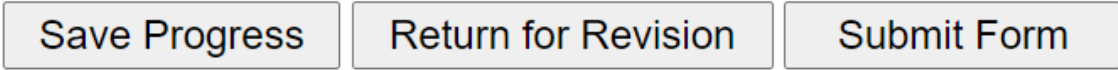
Hester

Hester

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

[Opt out and print](#)


28.1. Enter your first and last name to electronically sign the form and Click submit.



30. If the proposal needs correction, select the return for revision button.

A screenshot of a web-based form editor. At the top, a red-bordered box contains the text "Reject the form" and "This form will be rejected. Please enter the content of the email that will be sent to the previous form participant(s) to prompt them to review and/or re-submit the form." Below this, the "To" field is populated with "Alfreda Hester (hestera@fvsu.edu)". The "From" field is also populated with "Alfreda Hester (hestera@fvsu.edu)". The "Subject" field contains the text "Please add the additional funding account". The "Body" field is a rich text editor with a toolbar showing options for source, undo, redo, bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, insert image, insert table, and insert code. The body text reads "You are missing the funding from Title IIIII". At the bottom right of the body field, it says "Characters (including HTML): 43". Below the body field are two buttons: "Reject this form" (in red) and "Cancel and return to form".

31. Next, select what level you would like to **return the form Principle Investigator or Vice President/ Dean/ Unit Head Name in the TO: field**. Enter a note to let the Principle Investigator now what need to be corrected on the form.

 *Note: Returning a form will clear the form of any signatures after the participant the form is returned to. The form will then restart the workflow from that point.*

Section 9 Vice President, Business & Finance Signature Area

After reviewing the proposal, please decided if the proposal is approved to move to the next step or needs to be returned or revision.

31. If the proposal is approved complete and sign the Supervisor Area if not proceed to **step 33**.

VP Business and Finance Area:	
*	
VP Signature _____	Date _____

Sign electronically x

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

<input type="text" value="Alfreda"/>	<input type="text" value="Alfreda"/>
<input type="text" value="Hester"/>	<input type="text" value="Hester"/>

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

[Opt out and print](#)

32. Enter your First and Last name to electronically sign the form and Click submit.

33. If the proposal needs correction select the return for revision button.

Reject the form
 This form will be rejected. Please enter the content of the email that will be sent to the previous form participant(s) to prompt them to review and/or re-submit the form.

To
 Alfreda Hester (hestera@fvsu.edu)

From
 Alfreda Hester (hestera@fvsu.edu)

Subject

Body

Source |

B *I* U ~~X~~ X¹ | Styles | Format | Arial | 13px |

You are missing the funding from Title III||

Characters (including HTML): 43

34. Next, select what level you would like to **return the form using the TO: field**. Enter a note to let the Principle Investigator know what needs to be corrected on the form.

Note: Returning a form will clear the form of any signatures after the participant the form is returned to. The form will then restart the workflow from that point.

Section 10 Provost and Vice President of Academic Affairs Signature Area

After reviewing the proposal, please decided if the proposal is approved to move to the next step or needs to be returned or revision.

35. If the proposal is approved complete and sign the Supervisor Area if not proceed to **step 37**.

Provost Area:
Provost Signature:
*
Provost Signature _____ Date _____

36. Enter your First and Last name to electronically sign the form and Click submit.

Sign electronically ✕

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

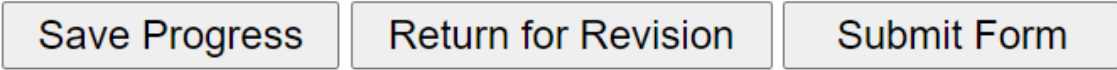
To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Alfreda
Alfreda

Hester
Hester

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.


[Opt out and print](#)



37. If the proposal needs correction, select the **return for revision button**.

A screenshot of an email form. At the top, a red vertical bar is on the left side of a box containing the text 'Reject the form' and 'This form will be rejected. Please enter the content of the email that will be sent to the previous form participant(s) to prompt them to review and/or re-submit the form.' Below this is the email header: 'To: Alfreda Hester (hestera@fvsu.edu)', 'From: Alfreda Hester (hestera@fvsu.edu)', and 'Subject: Please add the additional funding account'. The main body of the form is a rich text editor with a toolbar containing icons for source, print, undo, redo, bold, italic, underline, link, unlink, bulleted list, numbered list, indent, outdent, styles, format, font face (Arial), font size (13px), and background color. The text area contains the message 'You are missing the funding from Title IIIII'. At the bottom right of the text area, it says 'Characters (including HTML): 43'. Below the text area are two buttons: 'Reject this form' (red) and 'Cancel and return to form' (white).

38. Next, select what level you would like to return the form using the **TO: field**. Enter a note to the let the **Principle Investigator** now what need to be corrected on the form.

 *Note: Returning a form will clear the form of any signatures after the participant the form is returned to. The form will then restart the workflow from that point.*

Section 11

Vice President, Economic Development and Land-Grant Affairs Signature Area

After reviewing the proposal, please decided if the proposal is approved to move to the next step or needs to be returned or revision.

39. If the proposal is approved complete and sign the Supervisor Area if not proceed to **step 41**.

Vice President , Land Grant Affairs and Economic Development Area:	
*	
VP Signature _____	Date _____

Sign electronically ✕

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Alfreda

Alfreda

Hester

Hester

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

[Opt out and print](#)

40. Enter your First and Last name to electronically sign the form and Click submit.

41. If the proposal needs correction select the **return for revision button**.

Reject the form
 This form will be rejected. Please enter the content of the email that will be sent to the previous form participant(s) to prompt them to review and/or re-submit the form.

To
 Alfreda Hester (hester@fvsu.edu)

From
 Alfreda Hester (hester@fvsu.edu)

Subject

Body


Source | [Icons] | Styles | Format | Arial | 13px | [Icons]

B I U X₂ X² | [Icons] | [Icons] | [Icons] | [Icons] | [Icons] | [Icons] | [Icons] | [Icons] | [Icons]

You are missing the funding from Title III||

Characters (including HTML): 43

42. Next, select what level you would like to return the form using the **TO: field**. Enter a note to the let the Principle Investigator now what needs to be corrected on the form.

 *Note: Returning a form will clear the form of any signatures after the participant the form is returned to. The form will then restart the workflow from that point.*