

INSTRUCTIONS FOR COMPLETING THE SPS FORM #27

PART A: (Completed by the Departmental Business Office)

1. Principal Investigator of proposal.
2. Agency supporting the proposal.
- 3a. Identify the COEUS Institute Proposal #. This is assigned by Sponsored Programs Services, and can be taken from the e-mail from SPS to the Principal Investigator and copied to the business office stating the proposal has been sent.
- 3b. Identify the Grant Type, if the NTP is requested for a continuing award for which a grant type has already been assigned.
4. Title of proposal for which the NTP is being requested. This can be found on the Proposal Submission Form.
- 5a. Identify the department name to which Principal Investigator is assigned.
- 5b. Identify the Responsible Cost Center to which Principal Investigator is assigned.
6. Indicate the proposal amount requested from sponsor in proposal. Indicate recommended funding by the sponsor (if different).
7. The beginning and end dates of proposal.
8. If a Progress Report is needed, check to see if completed.
9. If the proposal needs approved compliances (Animal, Human Subject, Recombinant DNA, etc.), check with the Regulatory to see if approval has been received. If compliances have not been met, this form cannot be submitted for approval.
10. Check the original proposal to see if a budget was sent to SPS. If not, attach.
11. Are multiple WBSE's needed? If so, indicate the number needed and attach a budget for each.
12. Are there any other departments involved? If so, identify the responsible cost centers.
13. List the Name, Phone, and Fax # of the Department contact if questions arise with request.

PART B: (Completed by Sponsored Program Services)

According to SPS guidelines for authorizing Notice to Proceeds the appropriate signature lines must be completed. When appropriate, the SPS staff member should sign the Approved signature line. If the individual is not authorized to approve the request he/she should sign the Approval Requested line and route the form to someone in SPS who is authorized to approve the request.

PART C: (Completed by the Departmental Business Office, if Needed)

25. Identify the amount of the direct cost the department is willing to cover.
26. Indicate the appropriate source(s) of funding to be used for covering Unallowable Expenditures and/or Unfunded Awards.
27. Identify the time period the department will cover expenses awaiting sponsor award.
28. Attach a budget of how the department is willing to support the NTP.

The signature of Business Manager authorizing approval for NTP.

The signature of Department Head / Director authorizing liability for NTP.

The signature of the College's or Area's Dean/Vice President/Chancellor authorizing liability for NTP. (if applicable)