Office of Sponsored Programs - Forms Library

PI Handbook (Pre & Post-Award)	PDF File [1]	
Faculty Proposal Submission Response Form	Webpage [2]	
Avoiding Common Errors on NIH proposal Submissions	Webpage [3]	
Types of Award Instruments	PDF File [4]	
Conflict of Interest Policy and Disclosure Form	PDF File [5]	
Allegations of Research Misconduct	PDF File [6]	
Internal Processing Form	PDF File [7]	
Funding Opportunity Request Form		Word Document [8]
Proposal Process Chart	PDF File [9]	
Proposal Checklist	PDF File [10]	Word Document [11]
Institutional Fact Sheet	PDF File [12]	
How to write an effective letter of support and cover letter	PDF File [13]	
University Travel Policy		Word Document [14]
Processing and Managing Grant Accounts	PDF File [15]	
Participant Cost Definition	PDF File [16]	
Time and Effort Reporting System	PDF File [17]	
Time and Effort Forms	PDF File [18]	
• Faculty/Professional Staff	PDF File [19]	Word File [20]
• Part-time Hourly Staff	PDF File [21]	Word File [22]
OMB Uniform Guidance (Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards)	Webpage [23]	
OMB Circulars	Webpage [24]	
Code of Federal Regulations	Webpage [25]	
Excluded Parties List (Common Rule for	Webpage [26]	

Non-procurement suspension and debarment)		
Federal Register	Webpage [27]	

Material Transfer Agreement Documents

• DSU Materials Agreement	PDF File [28]	
• MTA Questionnaire (Incoming)	PDF [29]	
• MTA Questionnaire (Outgoing)	PDF [30]	

Contracts

Consultant Contract	PDF File [31]	Word Document [32]
Sub-Award Request Form	PDF File [33]	Word Document [34]
Sub-Award Procedures	PDF File [35]	
Sub-Award Questionnaire	PDF File [36]	

Budget Development

NSF 1030A Budget Form	PDF File [37]	Word Document [38]
Sample 1030A Budget Form	PDF File [39]	Word Document [40]
Use of Matching Funds & Indirect Costs	PDF File [41]	

Institutional Review Board (IRB) - Human Subjects

Collaborative Institutional Training Initiative (CITI) Program	Webpage [42]	
Human Subjects Application for Approval		Word Document [43]
Final Study Report Form	PDF File [44]	Word Document [45]
IRB Continuation Form	PDF File [46]	Word Document [47]
Human Subjects Presentation	PDF File [48]	PowerPoint [49]
Guidelines for Writing Informed Consent	PDF File [50]	Word Document [51]
Sample Informed Consent Form	PDF File [52]	Word Document [53]
Sample Collaborative IRB Approval	PDF File [54]	Word Document [55]

Institutional Animal Care and Use Committee (IACUC)

Collaborative Institutional Training	Webpage [42]	

Initiative (CITI) Program		
Approval Application	PDF File [56]	Word Document [57]

Source URL: http://desu.edu/research/office-sponsored-programs-forms-library

Links
[1] http://www.desu.edu/sites/default/files/u478/PI%20Handbook%20-%20Whole_0.pdf
[2] http://www.desu.edu/faculty-proposal-submission-response-form
[3] http://grants.nih.gov/grants/ElectronicReceipt/avoiding_errors.htm#10checks
[4] http://www.desu.edu/sites/default/files/Award%20Instruments%281%29.pdf
[5] http://desu.edu/sites/default/files/u478/COI%20Policy%20and%20Disclosure%20Form%20Packet%2005082013.pdf
[6] http://www.desu.edu/sites/default/files/u478/2-02%20Allegations%20of%20Research%20Misconduct%2011%2019%2013.pdf
[7] http://www.desu.edu/sites/default/files/u478/Internal%20Processing%20Form%20-%20Fillable_2.pdf
[8] http://www.desu.edu/sites/default/files/Fundingrequest.doc
[9] http://desu.edu/sites/default/files/u478/Proposal%20Process%20Chart.pdf
[10] http://www.desu.edu/sites/default/files/ProposalChecklist.pdf
[11] http://www.desu.edu/sites/default/files/ProposalChecklist.doc
[12] http://desu.edu/sites/default/files/u478/Institutional_Fact_Sheet_5.pdf
[13] http://www.desu.edu/sites/default/files/How%20to%20Write%20an%20Effective%20Letter%20of%20Support%284%29.pdf
[14] http://www.desu.edu/sites/default/files/u536/Travel%20Policy%203-1-2009.doc
[15] http://www.desu.edu/sites/default/files/Grant%20Accounts%20Memo.pdf
[16] http://www.desu.edu/sites/default/files/Participant%20Support%20Costs.pdf
[17] http://www.desu.edu/sites/default/files/T%20&%20E%20memo%281%29.pdf
[18] http://desu.edu/sites/default/files/u478/Time%20and%20Effort%20Forms_0.pdf
[19] http://www.desu.edu/sites/default/files/u478/Faculty-Professional%20Staff%20T%20%20E%208-11%20%283%29.pdf
[20] http://www.desu.edu/sites/default/files/u478/Faculty-Professional%20Staff%20T%20%20E%208-11%20%283%29_0.doc
[21] http://www.desu.edu/sites/default/files/u478/Part-time%20Hourly%20Staff%20T%20%20E%20Form%20%283%29.pdf
[22] http://www.desu.edu/sites/default/files/u478/Part-time%20Hourly%20Staff%20T%20%20E%20Form%20%283%29_0.doc
[23] https://www.federalregister.gov/articles/2013/12/26/2013-30465/uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards#h-7
[24] http://www.whitehouse.gov/omb/circulars_default/
[25] http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/index.tpl
[26] http://www.epls.gov/
[27] https://www.federalregister.gov/
[28] http://www.desu.edu/sites/default/files/u478/DSU%20Materials%20Agreement%20-%20fillable.pdf
[29] http://www.desu.edu/sites/default/files/u478/MTA%20%20Questionnaire%20%28Incoming%29.pdf
[30] http://www.desu.edu/sites/default/files/u478/MTA%20%20Questionnaire%20%28Outgoing%29.pdf
[31] http://www.desu.edu/sites/default/files/u478/OSP%20Consultant%20Contract_1.pdf
[32] http://www.desu.edu/sites/default/files/u478/OSP%20Consultant%20Contract_0.doc
[33] http://www.desu.edu/sites/default/files/Sub-AwardRequest.pdf
[34] http://www.desu.edu/sites/default/files/Sub-AwardRequest.doc
[35] http://www.desu.edu/sites/default/files/u478/Sub-AwardProcedures%20Super%20Circular%20final.pdf
[36] http://www.desu.edu/sites/default/files/u478/Sub-Award%20Questionnaire.pdf
[37] http://www.desu.edu/sites/default/files/NSFBudget.pdf
[38] http://www.desu.edu/sites/default/files/NSFBudget.doc
[39] http://desu.edu/sites/default/files/u478/NSF%20Budget%20Sample.pdf
[40] http://desu.edu/sites/default/files/u478/NSF%20Budget%20Sample_0.doc
[41] http://www.desu.edu/sites/default/files/Use%20of%20Matching%20Funds%201.pdf
[42] http://desu.edu/research/collaborative-institutional-training-initiative-citi-program
[43] http://desu.edu/sites/default/files/u478/IRB%20Application%20-Revised%2004-2012.doc
[44] http://www.desu.edu/sites/default/files/Progress%20Report%20Form.pdf

[45] http://www.desu.edu/sites/default/files/Progress%20Report%20Form.doc
[46] http://www.desu.edu/sites/default/files/IRBContinuingReviewForm.pdf
[47] http://www.desu.edu/sites/default/files/IRBContinuingReviewForm.doc
[48] http://www.desu.edu/sites/default/files/IRBpresentation.pdf
[49] http://www.desu.edu/sites/default/files/IRBpresentation.ppt
[50] http://www.desu.edu/sites/default/files/InformedConsent.pdf
[51] http://www.desu.edu/sites/default/files/InformedConsent.doc
[52] http://www.desu.edu/sites/default/files/Informed%20Consent%20Form%20Revised-2010.pdf
[53] http://www.desu.edu/sites/default/files/Informed%20Consent%20Form%20Revised-2010.doc
[54] http://www.desu.edu/sites/default/files/SampleCollaborativeIRBapproval.pdf
[55] http://www.desu.edu/sites/default/files/SampleCollaborativeIRBapproval.doc
[56] http://www.desu.edu/sites/default/files/u478/DSU%20IACUC%20Application%20-%20Updated%206-14.pdf
[57] http://www.desu.edu/sites/default/files/u478/DSU%20IACUC%20Application%20-%20Updated%206-14.docx