COMPLETING SECTION 1 – GENERAL PROJECT INFORMATION

1. Proposal Number and Basic Award Information

1.1. An OSP Research Administrator (“RA”) will enter the OSP proposal number. [Note: Proposal numbers for amendments / modifications will be the proposal number plus a .1, .2, .3, etc., to refer to the specific amendment being routed. For instance, if the proposal number is 9876, amendment # 1 would be written as 9876.1 and amendment # 2 would be written as 9876.2, etc.]

   Proposal Number (assigned by OSP)

1.2. An RA will identify whether it’s a “New Award,” “Supplement” or “Continuation” by checking the appropriate box next to the “Proposal Number (assigned by OSP)” field. Also, an RA will identify whether the award is subject to the Uniform Guidance.

   - [ ] New Award
   - [ ] Supplement
   - [ ] Continuation
   - [ ] Uniform Guidance

1.3. If it’s a Supplement or a Continuation, an RA will identify which “Mod #” (i.e., amendment / modification) is being routed. This “Mod #” will need to match the information in 1.1 above. For instance, if “9876.2” is written in the “Proposal Number (assigned by OSP)” field, then this field would be “Mod # 2.”

   Mod #

1.4. An RA will type the name of the RA completing the form.

   Research Administrator Name:

1.5. Enter the Sponsor’s Name.

   Sponsor Name:
2. **Project Title**

Enter the project title in the text field.

![Project Title Field](image)

3. **Proposed Project Start and End Dates**

Enter the proposed project start and end dates.

![Project Period Fields](image)

4. **Direct Costs, F&A Costs, Total Costs and Cost Share**

Enter the following in the applicable fields: (i) total direct costs for the whole project; (ii) total F&A costs for the whole project; (iii) total costs for the whole project, which is the sum of the total direct costs and total F&A costs; and (iv) the total Boise State committed cost share for the project (third party cost share will be identified elsewhere in the OSP Proposal & Award Acceptance Workflow (“Proposal Workflow”)).

![Cost Fields](image)

5. **Project Type for F&A Purposes**

From the drop down box, choose the appropriate project type for F&A purposes (i.e., “Research – Basic,” “Research – Applied,” “Research – Development,” “Instruction,” “Construction,” “Renovation” or “Other Sponsored Activity”). Click on the “i” icon after the title for more information about the project types.

![Project Type Field](image)
6. Enter CIP Code (e.g., 14.02)

If you choose “Research – Basic,” “Research – Applied” or “Research – Development” as the Project Type, then you’ll need to enter the Classification of Instructional Programs (“CIP”) code, which Boise State uses in its annual National Science Foundation survey. For more information about CIP codes: (i) click on the “i” icon after the title; and (ii) follow the “Click here for more information on CIP Codes” link.

7. Location of Project

From the drop down box, choose the appropriate location of the project (i.e., “On-Campus” or “Off-Campus”). Click on the “i” icon after the title for more information about the project locations.

8. Anticipated F&A Recovery

8.1. From the drop down box, identify the Anticipated F&A Recovery (i.e., the F&A we propose and expect to receive if awarded).
8.2. As described in the “i” icon after the “Anticipated F&A Recovery” title (see above) and in the note following the drop down box, if the rationale chosen is “Limited Recovery – Institutional Waiver” or “No Recovery – Institutional Waiver,” download and complete the “Request for Waiver of Facilities & Administrative Costs” form by clicking the hyperlink below the drop down box. You must upload the signed form at the end of Section 1 in the “F&A Waiver” upload area (see below).


Upload any applicable documents in Section 10. These will be approved as part of the workflow.

---

If the anticipated F&A recovery is "Limited Recovery - Institutional Waiver" or "No Recovery - Institutional Waiver," upload the unsigned "Request for Waiver of Facilities and Administrative Costs" form in Section 10 below.

Click here to download the Request for Waiver of Facilities and Administrative Costs form.

Note: Any attachments you need to include in Part I (e.g., proposal, internal budget) must be uploaded in Section 10 below.