1. Proposal Number and Basic Award Information

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

1.2. An RA will identify whether the award is subject to the Uniform Guidance.

1.3. If it’s a Supplement or a Continuation, an RA or CA 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.”

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

1.5. An RA or CA will add an “RA Comment” when appropriate. The comments in this field will appear in users’ task lists in Frevvo. For instance, the comment may be “OSP needs to draft the agreement.”

1.6. Enter the Primary Sponsor’s Name.
1.7. Enter the Originating Sponsor’s Name if applicable. For instance, if the proposal is for a National Science Foundation (“NSF”) award of federal flow-through funds via University of Idaho, NSF would be the Originating Sponsor.

2. **Project Title**

   Enter the project title in the text field.

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

   Enter the proposed project start and end dates.

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”)).

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,” or “Other Sponsored Activity”). Click on the “i” icon after the title for more information about the project types.
6. Enter NSF Survey R&D Field Code (Replaces CIP Codes)

If you choose “Research – Basic,” “Research – Applied” or “Research – Development” as the Project Type, then you’ll need to enter the NSF Survey R&D Field Code that Boise State uses in its annual National Science Foundation survey.

To find the correct code, select the hyperlink below the field entitled “Click here for more information on NSF Survey R&D Field Codes.” On the website that opens, enter the following text in the search box: “NSF Survey R&D Field Codes.” You will then be able to open the document and find the applicable code.

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).

9. Agreement Funding Source

9.1. Choose the correct funding source from the drop down box.


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