COMPLETING SECTION 2 – INVESTIGATOR INFORMATION

1. Principal Investigator Username

   This was previously entered by an OSP Research Administrator (“RA”) in the OSP Proposal & Award Acceptance Workflow (“Proposal Workflow”).

2. Employee ID Number

   Enter the PI’s Employee ID number here.

   ![Employee ID Number](image)

3. Position Title

   Enter the PI’s position title here (e.g., Professor, Associate Professor, Director).

   ![Position Title](image)

4. College / Division

   This was previously entered by an RA.

5. Department / Center / Unit

   This was previously entered by an RA.

6. Phone Number

   Enter the PI’s phone number here. For more information, click the “i” icon after the title.

   ![Phone Number](image)

7. Department ID(s) for Surpluses / Deficits

   Enter the Department ID(s) that will receive surplus funding or will be charged for deficits. An example of surplus funding is where there is a fixed-price award and total expenses for the performance of the award are less than the fixed-price award amount. Examples of deficits include when: (i) there is a fixed-price award and total expenses for the performance of the award exceed the fixed-price award amount; or (ii) there are unallowable costs (including unallowable preaward costs incurred under an Advanced Department ID) under a cost-reimbursement award. [Note: In accordance with the Principal Investigator Award
Certifications and Assurances, all deficits on awards are charged in their entirety to the identified deficit Department ID(s).]

Department ID(s) for Surpluses/Deficits

8. F&A Allocation Methodology

8.1. Choose the correct F&A allocation methodology from the drop down box.

8.2. Enter the correct name of the F&A Allocation Recipient(s). The options are the applicable College, Department/Center/Institute and/or Research Faculty Support Program.

8.3. Enter the OFC Segment String for the account(s) into which F&A should be allocated.
9. Departmental Business Manager (or Designee) Name

Enter the name of the Business Manager responsible for this project.

10. PI Effort Commitment

Identify whether the Principal Investigator’s (“PI”) effort commitment is documented. If the PI is not providing any reimbursable work under the award — either during the academic year or the summer — then please identify 1% of the PI’s salary in the applicable box and 1% of the PI’s fringe costs in the other box. Boise State does this because a PI must provide at least some minimal level of oversight on the award and there is a cost associated with this oversight.

11. Are there one or more Co-Principal Investigators (Co-PIs)?

If there are one or more Co-PIs, complete the data fields which are very similar to those described in items 1 – 9 above. To add another Co-PI, click the “+” button and complete this information again. Repeat until all Co-PIs have been added.

Note: A Co-PI should only have information in the “F&A Allocation Methodology” section if: (i) the Co-PI will be managing the budget of an OFC project that is different than the PI's project(s); and (ii) the PI has agreed in writing to permit the Co-PI to retain the F&A for the separate project.

Note: Co-PIs and their management will not electronically approve proposals using the Proposal Workflow. However, they will automatically receive copies of the Proposal Workflow via e-mail and will approve proposals via e-mail as shown in the Frevvo User Guide.