COMPLETING SECTION 13 – SPONSOR

The OSP Contract Officer (“CO”) will enter the following information into the OSP Proposal & Award Acceptance Workflow (“Proposal Workflow”).

1. **Primary Sponsor Name**

Choose the primary sponsor’s name (i.e., the party from which Boise State is directly receiving funding) from the combo box. First, enter the first letter of the sponsor’s name into the combo box field and wait for Frevvo to populate the options. Second, scroll down and find the correct sponsor’s name. *(Note: If the sponsor’s name isn’t in the list, contact OSP Systems at ospsystems@boisestate.edu for assistance.)*

![Primary Sponsor Name Combo Box](image1.png)

2. **Originating Sponsor Name**

Enter the originating sponsor’s name in the field. The originating sponsor is the original funding source, but is not the party with privity of contract with Boise State. For example, if Boise State receives a subaward directly from University of Idaho (“U of I”) and U of I receives its funding from National Science Foundation (“NSF”), NSF would be entered here.

![Originating Sponsor Name Field](image2.png)
3. Agreement Funding Source

3.1. In the drop down box, choose the agreement funding source.

3.2. If the agreement funding source is “FE – Federal” or “FT – Federal Flow-Through,” then a new field will open that requires the CO to enter the Catalog of Federal Domestic Assistance (“CFDA”) number. The “Click here for more information about CFDA numbers” hyperlink will provide detailed information and search capabilities for identifying the CFDA number.
If the award is a Federally-funded flow-through “contract” (as opposed to flow-through “Federal financial assistance”), enter the CFDA number as the two-digit agency number followed by “.XXX” (e.g., “81.XXX” for the U.S. Department of Energy). To look up the Federal sponsor’s two-digit agency number, first go to the CFDA website and click on the “Agencies” tab in the menu bar. Next, search for the agency’s name in the “Keywords” field (e.g., “Department of Energy”). The two-digit agency number will be located in the column to the left of the “Program Title.” See below.