

## **Instructions for Obtaining Endorsement and Filling Out the BGSU Endorsement Form**

Office of Sponsored Programs and Research  
Bowling Green State University

106 University Hall

(419) 372-2481

### **The Endorsement Process**

It is institutional policy that all grant and contract proposals—including letters of intent, pre-proposals, and individual awards on which BGSU will be a subcontractor—must be endorsed through the Office of Sponsored Programs and Research (SPAR) and signed by the Vice Provost for Research prior to submission. Investigators must submit proposals to the SPAR office for processing **at least three** business days prior to the agency deadline. Please note that when submitting a proposal to a foundation that requires the recipient to be designated 501(c) (3) status, add an additional day for routing to allow the Development Office to endorse the proposal. In this case, proposals require a minimum of four business days for the endorsement process.

To complete the routing process, please follow the ensuing steps:

1. Principal Investigator (PI) completes the Proposal Endorsement Form and attaches it to the proposal.
2. PI has the department chair(s) review and sign the endorsement form, and initial any financial commitments (Section 4 - BGSU Cost-Share, page 1).
3. PI has the college office dean(s) or designee(s) review and sign the endorsement, and initial any financial commitments (Section 4 - BGSU Cost-Share, page 1).
4. PI provides the Office of Sponsored Programs and Research (SPAR) with an original or draft copy of the application and the signed Proposal Endorsement Form (**no additional copies of the application are needed at this time**).
5. SPAR completes the endorsement process by obtaining the remaining signatures needed, including the signature of the Vice Provost for Research, who is the authorized institutional representative for BGSU. During the routing process, SPAR will obtain the signatures needed on all certification forms as well as the agency cover page.
6. SPAR will contact the PI when the routing process is complete.

## Instructions for Completing the Proposal Endorsement Form

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### Section 1: Application Information

Enter the PI's name, BGSU ID, e-mail address, phone, fax, department and college. Please continue to fill in the remaining Co-I fields with the Co-I's name, department and phone.

**Center/Institute:** Enter the name of the BGSU center or institute ONLY IF this proposed project is related to that center or institute.

**Proposal Submitted To:** Enter the name of the agency, institute, foundation, etc. to which you are submitting (i.e., National Science Foundation or NSF).

**Agency Office or Division:** Enter the specific office, division, or institute to which you are applying (i.e., NSF's Directorate for Biological Sciences or BIO)

**Program Name:** List the office or division's name or title for the grant program to which you are submitting a program (i.e., BIO's grant program entitled Cell Biology)

**Agency Deadline Date:** Enter the deadline date designated by the agency, not BGSU.

**Electronic Submission:** Will the proposal be submitted to the agency via an electronic form (i.e., NSF's FastLane)? Please answer yes or no.

**CFDA Number:** Enter the Catalog of Federal Domestic Assistance number listed in the program announcement. Only relevant to federal programs.

**Is BGSU the Lead Institution on this proposal:** Will this proposal be submitted to the agency by BGSU or through another institution or university? (i.e., will the University of Cincinnati submit the proposal to NSF instead of BGSU?). Please answer yes or no.

**If No, Name of Lead Institution:** Please enter the name of the institution or university submitting the proposal to the agency (i.e., the University of Cincinnati).

### Section 2: Proposal Information

*This section is very important for record keeping and the reporting of research activity to official agencies.*

**Proposal Type:** Select **one** of the following:

- **New:** A proposal that has not been previously funded. Proposals that have been submitted and denied in previous years are considered new.
- **Continuation:** A grant that extends into multiple years. For each continuing year, the granting agency typically requires the submission of a continuation application or progress report. This type of grant needs to undergo internal review by the University to assure the continuation of any BGSU commitment.
- **Previously Submitted as Pre-Proposal:** A grant that has already undergone endorsement as a pre-proposal must undergo endorsement as a final proposal because it is likely that the budget may have changed, including any University commitments.
- **Transfer:** A grant given to a faculty member when he/she was at another institution.
- **Supplement:** A request for additional funds to an existing project.

**Funding Source:** Select **one** to describe the agency or other funding source for the program:

- Federal; State; Local; Foundations; Other.

**Classification:** Choose the **one** that primarily summarizes the project:

- **Instructional/Training:** A grant to support instructional and training programs.
- **Public Service:** Service-based projects that serve the community.
- **Research/Basic:** Research that develops new knowledge and contributes to the body of knowledge in a particular way.
- **Research/Applied:** The application of research principles.
- **Research/Other:** Product development, models, etc.

**Equipment-only grants:** A grant that includes ONLY capital equipment exceeding \$5000. Answer yes or no.

**Does this proposal contain any of the following?:** Select ONE of the following:

- Subcontract/Consortium Agreement
- Internships/Affiliation Agreements
- Not applicable

**Interdisciplinary project:** Does the proposal cross disciplines in its research scope? Please answer yes or no.

**Research Focus:** Select **one** of the following research areas that best fits your project:

- Arts: Fine Arts; Performing Arts.
- Biotech/Med: Biotechnology; Genetic Research; Cellular and Molecular Biology; Plant Science; Neuroscience.
- Business: Business; Labor; Management; Accounting; Finance; Marketing; Applied Economics; Analysis of Economic Growth and Change.
- Educ Rsrch: Research in Education; Curriculum Research; Pedagogical Research.
- Educ Train: Educational Training; Teacher Training; Undergraduate Scholarship Programs; K-12 Programs; Sports Scholarships; Public School Collaborations.
- Enviro Sci: Environmental Science; Geological Science; Geography; Land Use Studies; Great Lakes Research; Systems Biology.
- Facil/Admin: Student Services; University Administration; Funds for Construction or Improvement of Facilities, including Building, Laboratories, Centers.
- Health/Hum Serv: Health and Human Services; Nursing; Family and Consumer Sciences; Human Movement, Sports and Leisure Studies; Public Health.
- Humanities: Humanities; Literary Criticism; Literary History; Art History; Philosophy; Classics; Music Theory and History; Composition and Rhetoric Studies.
- Info Sci: Information Science; Computer Science; Computation-Intensive Analysis.
- Internships: All Internships and Externships, except when a clear research assignment presents a specific research focus.
- Manufact: Manufacturing Studies; Tests, Trials; Manufacturing Innovations; Analyses and Tests of Manufacturing Design and Methods.
- Materials: Research in Materials from Physical, Chemical, or Engineering Stance; Technological Innovation Dependent on New Materials; Transport and Transportation, including Road Surfaces, Automotive Design.
- Math/Stat: Basic, Theoretical and Applied Mathematics; Statistics.
- Social Sci: Social Sciences; Law; Sociology; Social Work; Psychology; Political Science; Policy and Administration; Economics; Social History; Communications; Film and Video Production.
- Space Sci: Space Science; Aeronautics; Aeronautical Engineering; Astronomy; Astrophysics; Astronomical Sciences.
- Undetermined: Not Yet Determined.

**Intellectual Property:** Indicate whether this project will produce new intellectual property or make use of already existing technology. Select **one** of the following:

- Likely to be developed
- Unlikely to be developed
- Includes unlicensed BGSU technology
- Includes BGSU technology under development

**Proposed Project Period:** Enter the start and end date for your proposed project.

### Section 3: Requested Budget

**Sponsor's Contribution:** Requests you are making from the agency or other funding source. Enter the direct and Facilities & Administration (F & A) funds requested from funding agency (for a ONE-year period only).

**BGSU's Contribution:** Items for which BGSU will be providing funds, such as faculty release time (an in-kind contribution) and graduate student tuition waivers (a cash contribution).

**Other Contributions:** All other funds provided by a source other than the funding source or BGSU (i.e., another University's Cost-Share).

**Direct Costs:** Costs associated with a project such as personnel, fringe benefits, equipment, materials & supplies, travel, publication costs, consortium arrangements, etc.

**F & A Costs:** (Formerly known as **indirect** costs). Expenses incurred by the University for its facilities and services. The current BGSU federal rate can be obtained from the Proposal Assistance Sheet on the SPAR web site at [http://www.bgsu.edu/offices/spar/proposal\\_assistance/Proposal\\_Assist.html](http://www.bgsu.edu/offices/spar/proposal_assistance/Proposal_Assist.html). This rate must be used unless the program requires a different rate. If the program does not allow F & A Costs to be charged at all, you must provide documentation with this endorsement form.

**F & A Cost Rate Used:** Select from **one** of the following rates:

4. Federal: BGSU's federally negotiated rate approved by the Department of Health and Human Services;
5. Other: All other rates except BGSU's federally negotiated rate. This is the rate allowable by the funding agency or determined by BGSU.
6. Not Allowed: No F & A Costs are allowed by the funding agency. If so, please attach the appropriate documentation from the funding agency.

### Section 4: BGSU Cost-Share

Choose from the following cost-share categories; and then specify (department, college, etc.) and amount of BGSU Cost-Share for each category.

- Personnel
- Graduate Assistantships
- Fringe Benefits (for all personnel categories)
- Equipment
- Supplies, Services
- Tuition Grants
- Travel
- Facilities & Administrative Costs (F & A)
- Other
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**Note:** Be sure to get the signature and the date of signature from the provider (department chair, college dean, etc.) for each of the BGSU Cost-Share items.

### Section 5: Principal Investigator/Co-Investigator's Statement

*This section is very important to record keeping and the reporting of research activity to official agencies.*

### Section 6: Endorsements

In addition to your signature as the PI, be sure to obtain signatures from all Co-I(s), you and your Co-I(s) department chairs and college dean. (Unless you are a part of the Graduate College, the dean's signature should not be from the Dean of the Graduate College).

**Comments:** This section is for comments provided by proposal reviewers, including department chairs, college deans, SPAR, and the Vice Provost for Research. Be sure to read these comments when the signed endorsement sheet is returned to you.