Sponsored Project Approval Form (SP-1)
Field Definitions

PASS Number: PIs should register their intent to submit a proposal on the Proposal Approval and Support System (PASS). PASS is available via RamPoint (http://rampoint.colostate.edu / Click on the Research tab). Fill in the PASS number you obtained at the completion of entering your proposal on PASS on the SP-1 in the blank shown.

Prior Project No: If this proposal is to obtain new funding for research conducted under another 5-3 account number, please provide that prior 5-3 account number here.

Proposal/Award Check Boxes: Indicate whether this SP-1 accompanies a proposal being submitted (check the proposal box) OR is to provide information for an award already received (check the award box).

Deadline Date: Fill in the sponsor’s deadline date for this proposal.

Deadline Type: Indicate the deadline type as described in the sponsor’s proposal guidelines. Is the proposal to be postmarked by the date shown, or received by that date? Or if there isn’t a specific deadline for this proposal, please check the “Target” box.

Principal Investigator: Enter the name, Phone extension and Department number for the PI who will be responsible for overall project management. Additional Co-PIs and collaborators must be listed on page 3 of the SP-1. Any required approval signatures for these additional people are also collected on page3.

CSU Administering Department/Unit: List the name of the Department or unit that will provide administrative support for this project. (A unit is an administrative structure that is not an academic department, such as Cooperative Extension, the Library, Institutes, etc.) This department or unit will receive all financial reports and will be credited with the F&A recovered on this project. If some of the F&A should be shared with another department besides this administering department, complete Form SP-12 and submit to Sponsored Programs. The SP-12 can be submitted at any time from proposal submission on, but it MUST be received in SP before the new 5-3 account is up. The SP-12 is available at this web site:  http://portal.research.colostate.edu/forms/forms.htm

Will this project involve Cooperative Extension? Check “Yes” or “No” to indicate if the proposed project will involve Cooperative Extension personnel. If “Yes”, and the Primary PI’s is Cooperative Extension personnel, approval signature should be put on page 2 of the SP-1. If the Cooperative Extension personnel’s involvement is as CO-PI, Cooperative Extension’s approval signature should be on page 3. Cooperative Extension signatures can be obtained in Room 01 Administration Building, CSU Campus.

Is this project interdepartmental? Check this box if this will be an interdepartmental project. Checking this box will ensure that this project is included on the quarterly Interdepartmental Report that will show participation of all collaborators.
Sample definition of an interdepartmental project: interdepartmental projects require the use of skills, techniques, and knowledge of two or more disciplines toward a common goal or goals. The work requires frequent interchanges of ideas, and the negotiation of strategies and methods among practitioners of different disciplines, with the ideas of one stimulating and improving the design of the total project. This definition is provided for assistance only. The final determination is up to the primary PI.

Director of Development: Enter the name of the Director of Development if there is University Advancement involvement with the proposal.

Sponsor(s): Fill in the name of the sponsor this proposal is being submitted to. If CSU will be a subcontractor to another organization, show the name of the organization to receive the PRIME award and then the name of the sponsor awarding the prime in parentheses. (Example: PI Smith is submitting a proposal to University of Nebraska; Nebraska is submitting the main proposal to USDA. Enter “University of Nebraska (USDA)” on the SPONSOR(s) line. Note: If you are submitting this same proposal to more than one sponsor for funding consideration, please complete a separate SP-1 for each sponsor.

Title of Project: Enter the title of the proposal as it is submitted to the Sponsor. Use this same title on Regulatory Compliance paperwork, if applicable.
**Research Area/Keywords:** Provide 3 keywords that best describe this research project. Examples are shown on the SP-1.

If Research, check one: If the proposal is for research, please indicate whether the research is Basic, Applied, or Developmental.

Basic research: the objective is to gain fuller knowledge or understanding of the fundamental aspects of phenomena and of observable facts without specific applications toward processes or products in mind.

Applied research: the objective is to gain knowledge or understanding necessary for determining the means by which a recognized and specific need may be met.

Development is systematic use of knowledge or understanding gained from research, directed toward the production of useful materials, devices, systems, or methods, including design and development of prototypes and processes.

**Entire Project Period:** Indicate the beginning and ending dates of the entire project period, not just the first year.

**Budget Request Block:** Show the total budget amount requested from the Sponsor on the left, broken out between Direct Costs, F&A (indirect) Costs, and Total Costs. Show the F&A rate used to calculate F&A in this budget. Complete the section on the right if CSU is committing to Cost Sharing on this proposal budget. Check “mandatory” if the sponsor states that cost sharing is required. Check “budgeted voluntary” if the sponsor does not require cost sharing, but the proposal or budget narrative include cost sharing. Any contribution which is quantified in the narrative MUST be documented on the SP-1. (Note: Voluntary cost sharing is discouraged.) Show the total amount to be cost shared on the line indicated. Complete the Program Income information if your project will generate income such as fees for services, sale of items fabricated under the award, etc.

**Commitments Block:** Will this project require or involve any of the special areas listed? Answer “Yes” or “No” for each category. If you check “Yes” and another form is indicated, complete that form and attach it to the SP-1. Forms are available on the Sponsored Programs web site at this location: [http://portal.research.colostate.edu/forms/forms.htm](http://portal.research.colostate.edu/forms/forms.htm)

**Regulatory Compliance Block:** Answer “Yes” or “No” for each category. Also complete the Regulatory Compliance Office (RCO) approval number on the line provided beside each “Yes” answer, as indicated. The RCO office signature must be obtained by the PI prior to submitting the SP-1 to Sponsored Programs.

**Investigator(s) Disclosures and Assurances:** This section contains important information about Conflict of Interest and PI commitments that must be read and understood at the proposal stage. Signatures of the primary PI, the Department Head, and the Dean indicate internal review and approval of the proposal submission.

**Sponsored Programs Authorization:** The signature of the Sponsored Programs research administrator assigned to this sponsor/proposal indicates that the proposal and SP-1 have been reviewed and approved for submission.

**SP Use only block:** This information will be completed by Sponsored Programs staff.

**SP-1, page 3:** Sponsored Project Data Form – Additional Approvals Page: List on this page other personnel involved in this project. For each additional person, check the box to indicate if that person is a Co-Principal Investigator (key personnel) or an Investigator/Collaborator (contributor; not defined as key personnel).

If the box for Co-Principal Investigator is checked: the Co-PI must sign page 3 AND Department and College signatures must be obtained.

If the Investigator/Collaborator box is checked: the Investigator/Collaborator must sign page 3. (No Department or College signatures are required.)

Reminder: If this project is Interdisciplinary, be sure to check the “Yes” box on page 1 of the SP-1. This will ensure that the participation of additional people listed on page 3 will be reflected in interdisciplinary reports.

**Questions?** Please contact Sponsored Programs ([sp@research.colostate.edu](mailto:sp@research.colostate.edu)).