The purpose of the RPAS is to assure that all projects submitted on behalf of Occidental College are in alignment with the College's mission and conform with institutional administrative and fiscal policies. Because awards are made to Occidental College and not to individuals, no formal proposal is to be submitted to an outside sponsor, whether public or private, without first completing this process.

The RPAS is an MSWord document and is designed to be easy to complete. If you click in the first text box (PI Last Name) and use the TAB key to move through the form, each text box will expand as you type in it. Completing each field will make it easier to secure approval for your submission.

Once you have completed the form, save it for your records, then email it to sro@oxy.edu and grants@oxy.edu. **Be sure to include a summary of the project and the proposed budget**. Because the RPAS must be reviewed by several people and may require a request for further information from you, please submit it *__10 business days__* before your proposal is due. If your proposal is for grants.gov or NSF Fastlane or other sites requiring online submission, please be sure to include your deadline including the time and time zone so that we can have someone available for the final submission.

On the following pages there are some definitions and explanations to help you complete this form. Most are self-explanatory. If you have questions please email or call the SRO (x1433, sro@oxy.edu) or the Grants and Contracts Office (x2528, grants@oxy.edu).

Current award #	If this proposal is a renewal, supplement, or continuation, please provide the current award Fund # as assigned by Oxy.
CFDA#	**C**atalog of **F**ederal **D**omestic **A**ssistance Number. Please supply for all federal funding opportunities if known. Format is ##.###.
Other RFP Identifiers	**R**equests **F**or **P**roposals often have other numbers or names associated with them. Please provide if known.
F&A Rate	The rate the college charges on grants for overhead or indirect costs. You can find this rate for federal grants at www.oxy.edu/sro/oxy-data/oxy-facts. Private agencies will allow varying rates. Please provide documentation of the allowable rate for this proposal if less that our federal rate.
Type of Proposal	Please use the drop-down box to select this entry.
New	Applications that are either new or recompeting that must undergo initial peer review.
Revision	Changed application already under consideration or review
Renewal	A year of continued support for a funded grant.
Continuation	A grant whose term (e.g., four years) is over and for which the applicant is again seeking support.
Supplement	A request for additional funds either for the current operating year or for any future year recommended previously.
Type of Project	Please use the drop-down box to select this entry.
Research	Project designed to support the pursuit of new knowledge or understanding.
Public Service	Project designed to support activities to provide services beyond the Occidental community.
Student Support	Project designed to support education or activities for Occidental students.
Student Research	Project whose sole purpose is to support research by students.
Fellowship	Project to support scholarship of any sort by a particular individual.
Equipment	Project with the primary purpose of purchasing equipment for research.
Other	May include planning grants, construction, assessment or others not listed above.
Anticipated Award	Please use the drop-down box to select this entry.
Contract	A financial arrangement in which money, property or both are exchanged for property or services.
Grant	A financial assistance mechanism providing money, property, or both to an eligible entity to carry out an approved project or activity. A grant is used whenever no substantial programmatic involvement with the recipient during performance of the financially assisted activities is expected.
Cooperative Agreement	A financial assistance mechanism used when substantial Federal programmatic involvement with the recipient during performance is anticipated
Sub-award	A financial assistance mechanism in which the recipient of a grant, contract, or cooperative agreement assigns specific portions of the project to the College.
Date decision is expected	Date you expect to be notified of results of review.

BUDGET DEVELOPMENT

Common Budget Categories

Salaries and Benefits:
If you include salaries, you must also include the appropriate fringe benefits. Current fringe rates can be found at www.oxy.edu/sro/oxy-data/fringe-benefits. If faculty summer salary is included, be sure to use the appropriate rate (SUP or FED). If course release or sabbatical is included, you should discuss this with the Director of Sponsored and Undergraduate Research.

Consultants:
Outside consultants are paid a flat fee. Oxy employees can contribute to a grant-funded project, but a portion of their current salary may be charged to the grant.

Equipment:
New equipment may have costs associated for installation (construction, new power or water connections, etc.) Information technology may require input from ITS. Be sure to discuss your plans with the appropriate department (Facilities, ITS, etc) to determine costs that need to be included in the proposal. Federal grants require that U.S. suppliers be used.

Supplies:
Funding sources qualify or define supplies differently. Always check with the funding source before proceeding with this section.

Travel:
Federal grants require that U.S. carriers be used.

Student participants:
Stipends, supplies, subsistence, and travel for student participants may be included and listed separately in some grants.

Fixed and Administrative Costs (also known as Overhead, Indirect costs, and F&A Costs)
Costs paid by the College to support the grant can be recovered from the funding agency. These include support staff, utilities, physical plant, and upkeep. These are usually a specified percentage of the total costs. College policy requires that the maximum permitted F&A costs to be collected on all grants unless specific approval is granted by the VP for Academic Affairs. A portion of the F&A Costs collected are returned to the department where the PI is based.

REQUEST FOR PROPOSAL APPROVAL AND SUBMISSION (RPAS)
Mark N/A if does not apply to a particular case in question or because a response is not available.

Principal Investigator Last Name	**First Name**	**Department**	**Email address**
Co-PI Last Name	**First Name**	**Department**	**Email address**

Proposal Title:

Current Award # if applicable   Agency Name & Program:
Total Direct Costs: CFDA#
F&A Rate: Other RFP Identifiers:
F&A (Indirect) Costs: Project Begin Date:
Total Requested: Project End Date:

> **Due Date and Time are required for proposals to be submitted by SRO.**
> **Agency Due Date:**
> **Time:**

Type of   Type of   Anticipated   Date decision is
Proposal: Project: Award: expected:

YES NO

1. ☐ ☐ Will space be utilized on campus? If yes, Bldg(s) and Room #(s): _____ If off-campus, indicate institutional address, location:

2. ☐ ☐ Is new space requested? If yes, please explain and attach proposal._____

3. ☐ ☐ Does project involve commitment of facilities, services or FTE from other organizations? If yes, please explain

4. ☐ ☐ Will there be construction or alteration of facilities? If yes, please explain and attach quotes from Facilities Management, including funding sources. _____

5. ☐ ☐ Will ITS support be required? (server space, computing capacity, website support, etc.) If yes, please describe

6. ☐ ☐ Will resources be committed beyond the term of the award, e.g. FTE-academic or staff, space, etc.? If yes, please describe and provide funding sources _____

7. ☐ ☐ Will human subjects be used? If yes, indicate date of approval by HSRRC _____ and Protocol # ____. Check ☐ if approval is pending.   Go to www.oxy.edu/institutional-review-boards/human-subjects for more information.

8. ☐ ☐ Will vertebrate animals be used? If yes, indicate date of approval by IACUC _____ and Protocol #_____. Check ☐ if approval is pending. Indicate species _____, average daily population _____ and location (Bldg & room) _____. Email iacuc@oxy.edu to receive needed forms.

9. ☐ ☐ Will recombinant DNA or bio-hazardous materials be used? If yes, indicate date of approval by IBC _____ and Protocol #_____. Check ☐ if approval is pending. Indicate type of product _____ and location (Bldg & Room) _____. Go to www.oxy.edu/institutional-review-boards/biosafety for more information.

10. ☐ ☐ Will radiation be used? If yes, provide application #_____ and date of approval _____.

11. ☐ ☐ Will capital equipment (>$5000) be purchased?

12. ☐ ☐ Is equipment cost-sharing involved? _____ If yes, attach the RPAS Cost Sharing Information Form at www.oxy.edu/sro

13. ☐ ☐ Will there be expenditure cost-sharing (matching)? If yes, be sure to include in attached budget. Total matching $_____. Fund source: _____ Person who approved this match: _____ Attach RPAS Cost Sharing Information Form (see link above).

14. ☐ ☐ Is there a request for a reduced F&A (indirect) rate? If yes, attach documentation for reduced rate.

15. ☐ ☐ Is this a research proposal being submitted to a federal agency? If yes, the PI must download, complete, and attach a signed copy of the "Financial Disclosure Cover Sheet" (available at www.oxy.edu/sro) to the RPAS document

Proposal Summary: Insert or attach an abstract of the proposal.

Budget: Attach the proposed budget. Proposal cannot be submitted until the final budget is received and approved.