

Sponsored Projects Administration, Financial Services, and Corporate and Foundation Relations

Private Funding Clearance & Management Determination Tool: Under \$10,000

| | | | | | |
|---|--|------------------------------|---|--------------------------|--------------------------|
| Step I Initial Determination | | | | | |
| To Be Completed by DRA or DO | 1 Project/Program Title | | 2 Submission Due Date | | |
| | 3 Principal Investigator/Project Lead | | 4 Department | | |
| | 5 Email | 6 Phone | 7 Amount Requested | | |
| | 8 Funding Agency | | 9 ACE Lookup ID # | | |
| <div style="display: flex; justify-content: space-between;"> <div style="width: 40px; text-align: center;"></div> <div>1 If funding is for procurement of PSU services based on published rates in the schedule of fines and fees, contact the college, school or unit department manager, senior finance officer (SFO) or the Contracting and Procurement Services (CAPS) office. If not, proceed with completing this form.</div> </div> | | | | | |
| <div style="display: flex; justify-content: space-between;"> <div style="width: 40px; text-align: center;"></div> <div>2 If a private funder (corporation, foundation, etc.) will fund the project as a subaward of government funds (federal, regional, state or local), follow proposal submission procedures through Sponsored Projects Administration. <i>Do not complete form. Provide courtesy notification to Development Officer/CFR.</i></div> </div> | | | | | |
| Step II Clearance | | | | | |
| Departmental Research Administrators (DRAs) and Development Officers (DOs) are required to seek clearance prior to submitting a proposal to a private corporation, foundation, organization or association. Submit your clearance request to your unit DO or the Corporate and Foundation Relations (CFR) Office via email or phone call. <i>Step III does not need to be completed or routed until after the clearance decision has been made.</i> | | | | | |
| Central CFR Office or DO Approval | <input type="checkbox"/> Approved to Submit: Document clearance & proceed to Step III <input type="checkbox"/> Not Approved: Do not proceed | | Clearance Review by Name | | |
| | Notes: | | | | |
| Step III Grant Management Screening Questions | | | | | |
| To Be Completed by Unit DO or DRA | | | Yes | No | Not Sure |
| | 1 Does the project have deliverables that have an economic value specific to (only for) the grantor? | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 2 Will funding support a project with a sponsor-defined scope of work that involves formal commitment of effort by PSU employees? <i>Sponsor-defined means that the funder is deciding the scope of work.</i> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 3 Will payment from the funder be provided after expenses have been incurred (reimbursement grant)? | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 4 Will the funder have an ownership interest in any intellectual property generated from the funded activity or ownership of tangible property (i.e. equipment, records, technical reports, theses, or other deliverables)? | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 5 Does the funder require a certified financial report? <i>Most private funders now expect a financial report(s); do they indicate that reports need to be certified? Certified financials are generally ONLY required by government entities.</i> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 6 Does the funder require documentation of cost share/matching funds that involves PSU employee effort ? | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 7 Does the sponsor/donor restrict transfer of a significant portion of the project scope funds to another organization (e.g. subcontracting a portion of the award to another organization)? | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | If you checked YES to <i>any</i> question, follow proposal submission procedures through Sponsored Projects Administration . | | | | |
| | If you checked NO to <i>all</i> questions, follow proposal submission procedures through Corporate and Foundation Relations . | | | | |
| If you checked a combination of NO and NOT SURE to the questions, submit form to the PSU Private Funding Review Committee . | | | | | |
| Step IV Review Board/Committee Confirmation | | | | | |
| | 1 Does the project involve human subjects – Institutional Review Board (IRB), animal subjects: tissue, teaching, demonstration and/or field study activities – Institutional Animal Care & Use Committee (IACUC), recombinant DNA, infectious agents, select agents and toxins and dual use research – Institutional Biosafety Committee (IBC), or hazardous materials/equipment – lab safety/chemical hygiene oversight committee – Environmental Health & Safety (EH&S)? | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | 2 If yes, Has the Office of Research Integrity (ORI) been consulted? | | | <input type="checkbox"/> | |
| Step V Final Determination Process | | | | | |
| <input type="checkbox"/> Sponsored Projects Administration Research and Strategic Partnerships | | | | | |
| | Mail Code SPA | Phone 503-725-9900 | Website https://sites.google.com/a/pdx.edu/research/lifecycle | | |
| <input type="checkbox"/> Corporate and Foundation Relations PSU Foundation | | | | | |
| | Mail Code FOUND | Phone 503-725-4478 | Website http://www.psuf.org/corporate-and-foundation-relations | | |
| <input type="checkbox"/> PSU Private Funding Review Committee | | | | | |
| Submit form and any supporting materials that you have (emails, proposal concepts/drafts, program solicitation, budgets, terms & conditions, statement of work, etc.) to PSU-PrivateFunding-Group@pdx.edu. For those that require review, decisions will be made and communicated within a week of submission, by a committee comprised of SPA and CFR staff. | | | | | |