INSTRUCTIONS FOR CREATING AND COMPLETING A PRG/QOL APPLICATION IN CAYUSE

1. CREATING A NEW PROPOSAL RECORD (do NOT create until you have completed the PDF Application Form)

To create a proposal for the President’s Research Grant (PRG) or Quality of Life (QOL) grant, log into Cayuse at https://nova.app.cayuse.com/ and click on Products > Sponsored Projects located on the top right-hand corner of the screen:

From the Sponsored Projects dashboard, click on the “Start New Proposal” button.

Select “This proposal is not related to any existing proposals or awards (Create New Project)”

Enter your project title using the following format: “FY25 PRG: project title” or “FY25 QOL: project title”

Once you have created your new proposal record, you can begin filling out the Proposal Sections listed on the left-hand pane under the Proposals > Proposal Form tabs. The instructions below provide detail IN RED for what must be entered into each field of the PRG/QOL proposal record.
## 2. GENERAL INFO SECTION

### Sponsor Information

The Funding Agency is the entity that will directly award funding to NSU (i.e., a federal agency if NSU is the lead applicant, or a pass-through entity such as a University, if NSU is not the lead applicant but will receive a subaward if funded). The Prime Funding Agency is tied to the source of funds, only if a University or other entity will be NSU’s Funding Agency. If there is no Prime Funding Agency, then the source of funds and agency type should align.

**Fundina Agency (If not listed, choose “Organization Not Listed” and then specify below):**

“Nova Southeastern University (NSU)”

This is NSU’s direct sponsoring agency.

**Prime Funding Agency (if applicable):**

Not applicable, do not enter anything in this field

If this award is pass-through funding, please list the prime agency.

**If Organization Not Listed above, Please Indicate the Funding Agency:**

Not applicable, do not enter anything in this field

**Agency Type:**

Select “Higher Education”

This is connected to NSU’s direct sponsoring agency.

**Source of Funds:**

“President’s Research Grant” or “Quality of Life,” as applicable

This is connected to the prime funding agency, based on the origin of funds. If no prime agency, then the source is based on the direct funding agency. Private Philanthropic and Foreign Private Philanthropy refer to awards counted in U.S. CASE totals.

**Sponsor Deadline:**

“01/22/2024”

If no sponsor deadline, list the planned submission date.

**Funding Opportunity Title/Sponsor Program Name:**

“FY25 PRG” or “FY25 QOL”

Example: Research Experience for Undergraduates (REU). If no title or program name is available, please enter N/A.

**Funding Opportunity/Sponsor Application No.:**

Enter “N/A”

If no number please enter N/A.

**Please provide the URL for the proposal guidelines and/or attach a copy of the guidelines below:**

**How did you find out about this funding opportunity?**

Not required to complete, leave blank

Not applicable, enter “N/A”

Indicate “See Attached” if proposal guidelines are attached.

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### General Proposal Information

#### Title of Project:

**enter project title**

Please capitalize each main word in the title for reporting purposes. Example: The Effects of Filling Out Forms on Researcher Attention Span.

**Project Start Date:**

“07/01/2024”

**Project End Date:**

“06/30/2025”

Indicate the estimated start date. Indicate the estimated end date.

**College/Unit Responsible for Proposal:**

Select Principal Investigator’s college/unit

Please select the college/unit that will be responsible for administering the award if awarded.

**Is this research connected to one of the following NSU Institutes? If yes, please select the institute(s).**

If no, select no, if yes, please select the institute(s).

- Yes
- No

**Select appropriate dropdown**

**Will the proposed project require use of a core facility?**

Select “Grant”

Select appropriate response

**Which space will the research activity take place?**

Select “New”

Select appropriate response

**ACTIVITY TYPE DEFINITIONS:**

- Research: includes all R&D activities including training of individuals in research techniques where such activities use the same facilities as other research activities. Basic Research: directed toward increasing knowledge in science. The primary aim is a fuller understanding of the subject under study; rather than any practical application of that knowledge. Applied Research: attempts to determine and exploit the potential of scientific discoveries or improvements in technology, such as new materials, devices, methods, and processes.

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

- Instruction: includes specific instructional or training activity established by the sponsored project.

- Other (Community Service): includes health service and community service projects. Other: includes sponsored activity other than research, instruction, and community services.

**Activity Type:**

Select either “Research – Basic,” “Research – Applied,” “Research – Development,” see definitions listed above this field in Cayuse

**Proposal Type:**

Select “New”

**Funding Instrument Type:**

Select “Grant”

The expected award instrument. Note: Subcontract whenever it is pass-through funding. Philanthropic Grant will be counted in Institutional Advancement (IA) CASE totals. Please discuss with your OSP Grant Officer if questions.

**How will this proposal be submitted?**

Select “New”

**Is this submission resulting from a PFRD award?**

Select “No”
3. PERSONNEL SECTION

For this section, please add the PI and any other co-investigators only. DO NOT ADD students or non-investigators who are on the project. This will be addressed in the required Application Form.

*To search, type most unique aspect of PI or Co-Investigator name in the box, as names are imported via Banner and may include middle initials (i.e., if a name in the system is John F. Smith, typing “John Smith” will not populate a response. Typing “Hanbury” will give better responses than searching “George” if looking for George Hanbury).

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<thead>
<tr>
<th>Internal Association*</th>
<th>Credit*</th>
<th>Cost Share Effort</th>
<th>Sponsored Effort</th>
<th>Total Effort</th>
</tr>
</thead>
<tbody>
<tr>
<td>select appropriate college affiliation*</td>
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<td>A</td>
<td>S</td>
<td>C</td>
</tr>
</tbody>
</table>

*Please note – occasionally one college is listed numerous times, it does not matter which is selected.

NSU Contact Principal Investigator: *

Add PI name (again) Is the NSU Contact PI a Dean or VP?

Select appropriate role

PI Eligibility Form (if applicable per OSP Policy #3.1 - Principal Investigator Eligibility, form located at: https://www.nova.edu/osp/forms/PI-Exception-Approval.pdf)

Data and drop new file or click to select from the system, not applicable, however please contact prg@nova.edu or qol@nova.edu if you have any questions about eligibility requirements

Responsible Conduct in Research Plan (for NSF and NIH TeF projects, located at: https://www.nova.edu/osp/policies/forms/responsible_conduct_of_research_plan.pdf)

Data and drop new file or click to select from the system, not applicable, do not add anything to this Dropbox

PCEffort Waiver Approved by OSP Director (if applicable)

Data and drop new file or click to select from the system, not applicable, do not add anything to this Dropbox

Consult with your OSP Grant Officer:

4. FINANCIAL CONFLICTS OF INTEREST

Financial Conflicts of Interest in Research – Disclosure Process

Members of the research team must complete an Outside Interest (COI) research-based disclosure form if any of the following criteria apply for that member:

* The research team member substantially contributes to the design of the study
* The research team member is conducting any experiments or activities
* The research team member is directly involved in or have control over the collection of data
* The research team member is involved in the analysis of the data

* Indicates Required Fields

I certify that all required research team members have submitted their research-based disclosure* check box, please note that COI disclosures are generated after proposals are completed and routed (i.e., submitted).

I certify that all research team members required to submit a research-based disclosure also have completed a current COI training* check box, but it is understood that this is not applicable for PRG/QOL Applications.

Outside Interests Disclosures

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Disclosure</th>
<th>Status</th>
<th>Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>No research team members have been added yet.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Outside Interests

Do any individuals that are part of the research team have any senior/key personnel foreign appointments, employment with a foreign institution, and/or any foreign activities and/or resources available for their research (whether or not they have monetary value) that will require disclosure in Current & Pending (Other) Support? **

Yes [ ] No [ ] select yes or no as applicable
5. RESEARCH SUBJECTS

Please note that depending on your response to the questions on this page, additional information may be requested. Please respond accurately and contact prg@nova.edu or qol@nova.edu with any questions.

Human Subjects

Does this project involve human subjects research?*

☐ Yes ☐ No  select yes or no as applicable

Research is defined as a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge. Some service/training projects may involve research; service/training projects that include program evaluation may require IRB review, but will be classified as Instruction/Teaching/Training or Community Service (not research) in Section 13(b) based on the main activity of the project. For guidance whether a service/training project involves human subjects under Item 2 below, contact the IRB office at x25369 or lgb@nova.edu. A human subject is a living individual about whom an investigator conducting research obtains (1) data or samples through intervention or interaction with individual(s), or (2) identifiable private information. Before beginning any activities involving human subjects research, you will need Institutional Review Board (IRB) review and approval. For guidance, please contact the IRB office at x25369 or lgb@nova.edu or your research/college representative.

Will the project involve individuals who have insurance through a federal health care program (e.g., Medicare, Medicaid, Tricare, Veteran’s Affairs)?**

☐ Yes ☐ No  select yes or no as applicable

If yes, you may need to ensure billing compliance - contact the Office of Health Care Compliance at x24445 for guidance.

Personally Identifiable Information

Will the project use, receive, and/or disclose Personally Identifiable Information (PII)?**

☐ Yes ☐ No  select yes or no as applicable

Personally Identifiable Information means data that could potentially be used to identify a particular individual such as full name, Social Security number, bank account number, passport number, driver’s license number, and email address.

Animal Subjects

Does this project involve research using live vertebrate animals or live invertebrate animals that are of the Cephalopod class?**

☐ Yes ☐ No  select yes or no, if “yes,” please list the Species involved with this project

Before beginning any activities involving live vertebrate animal research, you must have IACUC review and approval. If yes, please contact the IACUC Chair at NSXIAUC@nova.edu for guidance and authorization.

6. SUBCONTRACTORS & CONSULTANTS

For this section, please select “No” for the two questions below. If this is applicable to your project, it should be addressed in the PDF Application Form that will be uploaded to this Proposal Record. Please contact prg@nova.edu or qol@nova.edu if you have any questions.

Subcontractors

Subaward/Subcontractor means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of an award received by the pass-through entity. It does not include payments to a contractor or payment to an individual that is a beneficiary of a sponsored program. Characteristics of a subcontractor:

- Has its performance measured against the objectives of the sponsored program
- Has responsibility for programmatic decision making
- Has responsibility for adherence to applicable sponsored program compliance requirements
- Uses the sponsored funds to carry out a program or activity for a public purpose, as opposed to providing goods or services for the benefit of the prime award recipient

Does the proposed research include any subcontractor(s)?*

☐ Yes ☐ No  select no and describe any applicable relationships clearly within your narrative

Consultants

Consultants are considered to be contractors that are subject to NSU Procurement policies (https://nova.edu/procurement/policies.html) and Federal regulations (https://www.arl.gov/current/Title-2/part-200/subject-minicore/22FRD44419643E6). Please consult with the Office of Procurement Services prior to engaging any Consultant to ensure you have proper sourcing documentation (i.e., quotes, sole source justification, etc.) in accordance with NSU policy and federal standards. A consultant is an individual who is not an NSU employee and who renders independent services for a limited amount of time for the tasks needed for the performance of a particular project.

Does the proposed research include any consultant(s)?*

☐ Yes ☐ No  select no and describe any applicable relationships clearly within your narrative

7. EXPORT CONTROL

Please note that depending on your response to the questions on this page, additional information may be requested.

Export Control

For more information regarding Export Control, please visit our Export Control Policy (https://nova.edu/op/export-control/index.html).

Will the proposed project involve activities conducted outside of the United States?**

☐ Yes ☐ No  select yes or no as applicable

Does the project involve conducting proprietary research with a potential military application?**

☐ Yes ☐ No  select yes or no as applicable

Do you anticipate sending/transporting anything or receiving anything from outside of the US?**

☐ Yes ☐ No  select yes or no as applicable
**INSTRUCTIONS FOR CREATING AND COMPLETING A PRG/QOL APPLICATION IN CAYUSE**

Do you anticipate any travel outside the US associated with this project?*

- Yes ☐  No ☐ select yes or no as applicable

Will you send your research results in either paper or electronic format to a foreign country or foreign national?*

- Yes ☐  No ☐ select yes or no as applicable

Is any member of the research team a foreign national?*

- Yes ☐  No ☐ select yes or no as applicable

Does this proposal involve carrying out classified research (not to include work with *select agents*) on campus or require a security clearance for any personnel?*

- Yes ☐  No ☐ select yes or no as applicable

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### 8. RESEARCH MATERIALS

*Please note that depending on your response to the questions on this page, additional information may be requested.*

#### Radiation Safety

Does this study involve the use of Radioactive Materials?*

- Yes ☐  No ☐ select yes or no as applicable

If yes, please choose the isotope. If yes, you will also need appropriate review/approval of the Radiation Safety Officer prior to beginning any activities involving these materials. Please contact RO@nova.edu for guidance and authorization. Note that this includes radiation producing devices or lasers.

#### Chemical Safety

Does this study involve the use of Hazardous Chemical Materials?*

- Yes ☐  No ☐ select yes or no as applicable

#### Biological Safety

Does this study involve the use of Biological Materials?*

- Yes ☐  No ☐ select yes or no as applicable

If yes, you will need appropriate Biosafety review/approval prior to beginning any activities involving these materials. Please contact the Institutional Biosafety Committee at BIO@nova.edu for guidance and authorization.

#### Other Questions Related to Research Materials

Does this study involve the use of materials provided by the sponsor or any other party?*

- Yes ☐  No ☐ select yes or no as applicable

Does the project use embryonic stem cells?*

- Yes ☐  No ☐ select yes or no as applicable

If yes, you will need Embryonic Stem Cell Research Oversight (ESCOR) Committee review/approval prior to beginning any research activities. Please contact ESCOR@nova.edu for guidance and authorization.

Does this study involve the use of Schedule 1 or Schedule 2 Drugs?*

- Yes ☐  No ☐ select yes or no as applicable

- Schedule 1 Drugs ☐  Schedule 2 Drugs ☐ select no or schedule drug as applicable

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### 9. INTELLECTUAL PROPERTY

*Please note that depending on your response to the questions on this page, additional information may be requested.*

#### Intellectual Property

Does the proposal contain confidential/proprietary information that might be the subject of intellectual property protection (e.g., patents, trade secrets)?*

- Yes ☐  No ☐ select yes or no as applicable

If yes, provide a detailed description of the intellectual property/proprietary information that is being sought to be protected.

Have you previously disclosed any of this research to NIH, the Intellectual property protection?*

- Yes ☐  No ☐ select yes, no, or N/A as applicable

- N/A ☐  NetResearch ☐ select yes, no, or N/A as applicable

Does the research in this proposal involve any filed/issued patents?*

- Yes ☐  No ☐ select yes, no, or N/A as applicable

- N/A ☐  NetResearch ☐ select yes, no, or N/A as applicable
### INSTRUCTIONS FOR CREATING AND COMPLETING A PRG/QOL APPLICATION IN CAYUSE

#### 10. BUDGET

*Please ensure budget is set to “Manually enter budget information.”*

**Budget Summary**

How would you like to show your budget?

- [ ] Manually enter budget information
- [ ] Display summary from Budget Builder

<table>
<thead>
<tr>
<th>Budget Item</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Direct Costs</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total F&amp;A Costs</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Sponsor Costs</td>
<td>$0.00</td>
</tr>
<tr>
<td>Internal Cost Share</td>
<td>$0.00</td>
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<tr>
<td>External Cost Share</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Cost Share</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Project Cost</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Total Sponsor Direct Costs**

*Enter budget total, up to $15,000*

**Total Sponsor Indirect (F&A) Costs**

*Enter 50% as F&A is prohibited/not applicable on internal awards*

**Total Sponsor Project Cost**

*Enter budget total, up to $15,000 (this figure should match Total Sponsor Direct Costs)*

**Direct (F&A) Rate**

Select “N/A – PRG or QOL Internal Award”

**Indirect (F&A) Rate**

Please indicate the rate as a percent (%)

0% enter 0

F&A Rate Type (Historical Data Only)

*Note: If greater than 50% of the project will be performed in facilities not owned by NSU, the off-campus rate of 36% of modified total direct costs (MTDC) will apply.

Upload the F&A Distribution Agreement if F&A recovery will be split between multiple Colleges and/or Investigators:

- [ ] Yes
- [ ] No

**Salary Cap**

Are any faculty/staff included in the proposed budget subject to federal salary cap limits? If yes, the proportional amount of salary, based on the effort of each individual to the project, must be covered by the College/Unit (this is not considered cost share). This applies, but is not exclusive to NIH, SAMHSA, AHRQ, CDC, and HRSA:

- [ ] Yes
- [ ] No

**Cost Share**

*Note: Select “NO” as this question will be addressed within the Dean’s Commitment Form.*

Does this proposal include funds or contributions in the form of cost sharing or matching? DO NOT include unallowable costs (i.e., proportional salaries over the salary cap) or third-party matching/in-kind:

- [ ] Yes
- [ ] No

**Additional Resources Needed**

Do you need new additional resources to do this project over and above what is requested in the proposal budget?

- [ ] Yes
- [ ] No

Will the proposed project require any equipment installation, space modification, ventilation, electrical service/backup generator, or other modifications that would require approval from the Facilities department?

- [ ] Yes
- [ ] No

**Attachments**

Please email a copy of your salary-only budget and full budget justification to your OSP Grant Officer who will include it with the proposal record (as salaries are kept confidential at NSU to the extent possible).

*The final salary-only budget and full budget justification have been sent to my OSP Grant Officer (who will include it with the proposal record).*

check this box, but you do NOT need to send separate documents to the OSP Grant Officer. The Line Item budget will be completed in the PRG/QOL Application Form.
11. APPLICATION ABSTRACT

Proposal Abstract

Cut and paste your abstract from your PRG/QOL Application Form into this field.

Provide a succinct and accurate description of the proposal in no more than 1000 words. The abstract must capture the academic significance of the research, the hypotheses or research questions to be addressed, the approach and feasibility of the study.

CIP Code

Select most appropriate code from dropdown options.

Please select a CIP code (Science Code) that most closely describes the primary research contained in this proposal.

12. ATTACHMENT AND SUBMISSION NOTES

Scope of Work, Narrative, or Research Plan

Drag and drop new files or click to select from file system...

Upload your PRG/QOL Application Form to this dropbox.

Additional Attachments

Drag and drop new files or click to select from file system...

Upload all additional Attachments to this dropbox.

*Additional attachments should include the Dean’s Commitment Form, biosketches (no more than 5 pages), letters (if applicable), and supplemental tables & charts referenced in the narrative (do not include narrative explanations if you are attaching tables and charts). Please note that the attachment limit for each file is 10MB. If you have an attachment that exceeds this limit, please contact prg@nova.edu or qol@nova.edu.

Submission Notes

Enter any additional comments on this proposal

Not required, do not complete.

Please include any special notes, comments or instructions regarding your proposal in the box below. This is internal information for the University only and will not be forwarded to the sponsor.

13. ROUTE TO REVIEW

Once your proposal form is complete as evidenced by green checkmarks by each section, “Route for Review” will be enabled. You must click “Route for Review” prior to 5:00PM EST, 01/22/2024 for your proposal to be considered as timely submitted.

My Actions

Complete Review

Route for Review

Proposal Summary

PI:

Admin Unit: