Syracuse University

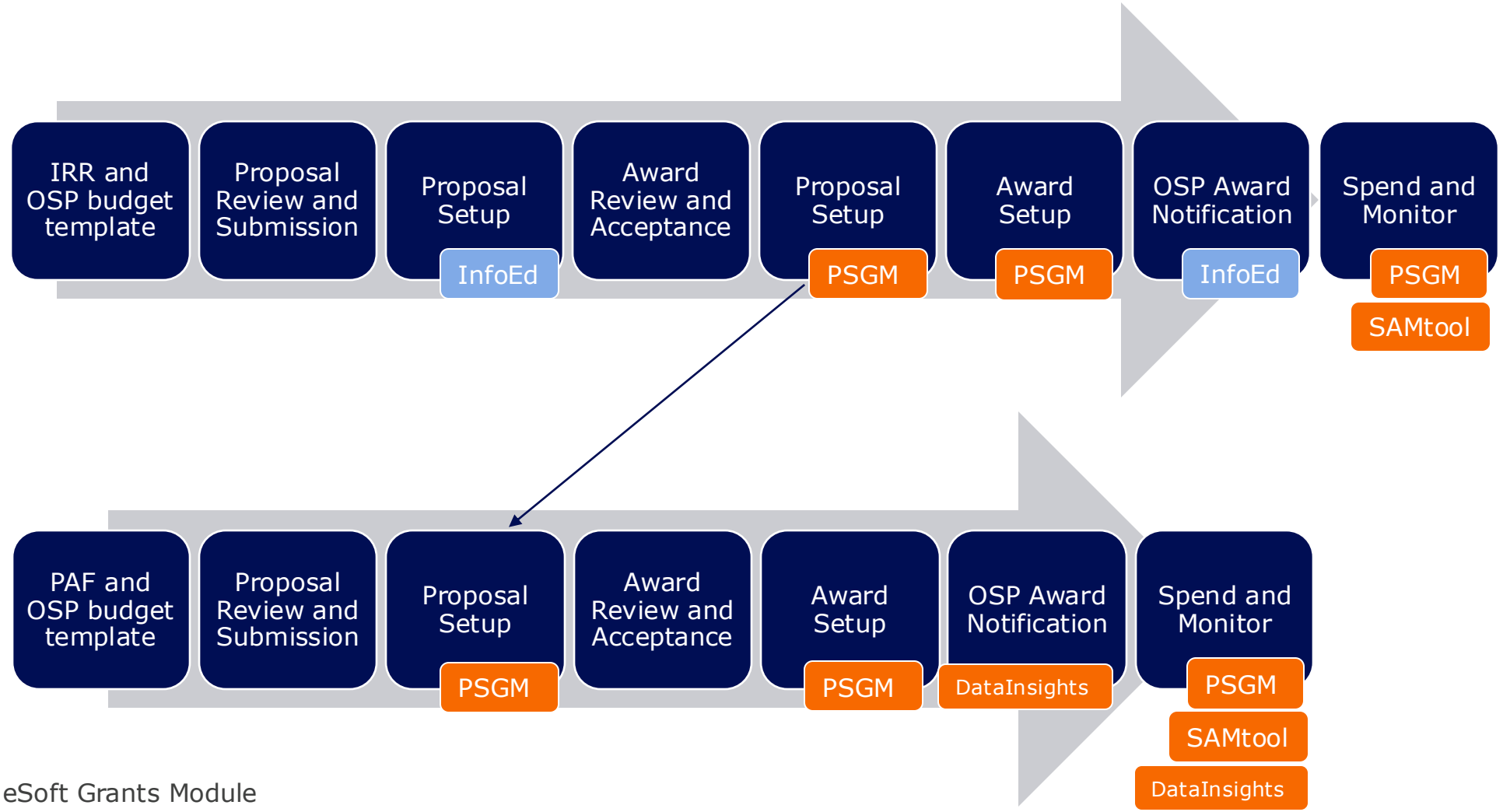
# OSP Proposal Approval Form (PAF) Walkthrough and Q&A

July 30, 2025

# Agenda

- Systems Integration Update
- Form Purpose and Data Use
- IRR-to-PAF Transition Timeline
- PAF Resources
- Summary of Changes
- Secondary Surveys

# Systems Integration




PSGM, PeopleSoft Grants Module

# Systems Integrated!

PSGM, PeopleSoft Grants Module

# IRR/PAF

- Serves as the official data source for institutional records on proposals for external funding and subsequent awards
- Documents approvals and authorization of committed resources

PSGM, PeopleSoft Grants Module

# Transition Timeline

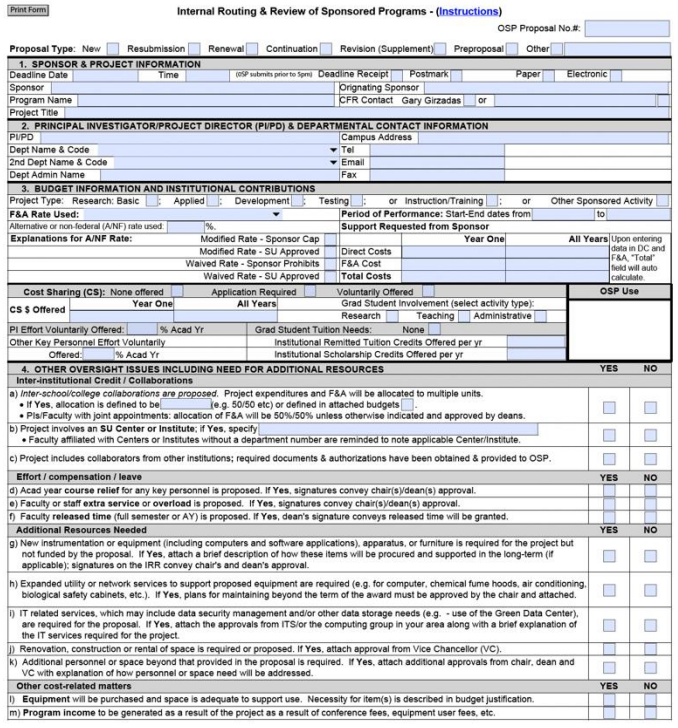
| Milestone | Resources |
|---|---|
| April 10: IRR Form Change Preview | Session slides and recording: https://research.syracuse.edu/research-development/trainings-and-presentations/ |
| May-June: Testing and Refinement | |
| June 20: PAF Launch | |
| • For proposals due on or before 8/14: Either IRR or PAF accepted | |
| July 30: PAF Walkthrough and Q&A (this session) | Session slides and recording: https://research.syracuse.edu/research-development/trainings-and-presentations/ |
| August 15: PAF Implementation | PAF webpage: https://sponsoredprograms.syr.edu/develop-and-submit-proposals/before-you-begin/proposal-approval-form/ |
| • For proposals due on or after 8/15: PAF required; IRR no longer accepted | |

# PAF Resources

- **Form Preview**, including screenshots and institutional definitions
- **Form Instructions**, including process steps, roles and responsibilities, and FAQs
- **Proposal Approval Form** in Qualtrics

Available on a new PAF page on the OSP website.

# IRR Form



Print Form

**Internal Routing & Review of Sponsored Programs - (Instructions)**

OSP Proposal No.#:

**Proposal Type:** New ☐ Resubmission ☐ Renewal ☐ Continuation ☐ Revision (Supplement) ☐ Preproposal ☐ Other ☐

**1. SPONSOR & PROJECT INFORMATION**

Deadline Date | Time | (OSP submits prior to 5pm) Deadline Receipt ☐ Postmark ☐ Paper ☐ Electronic ☐

Sponsor | Originating Sponsor

Program Name | CFR Contact Gary Girzadas ☐ or ☐

Project Title

**2. PRINCIPAL INVESTIGATOR/PROJECT DIRECTOR (PI/PD) & DEPARTMENTAL CONTACT INFORMATION**

PI/PD | Campus Address

Dept Name & Code | Tel

2nd Dept Name & Code | Email

Dept Admin Name | Fax

**3. BUDGET INFORMATION AND INSTITUTIONAL CONTRIBUTIONS**

Project Type: Research: Basic ☐ : Applied ☐ : Development ☐ : Testing ☐ : or Instruction/Training ☐ : or Other Sponsored Activity ☐

**F&A Rate Used:** | **Period of Performance:** Start-End dates from to

Alternative or non-federal (A/NF) rate used: %. | **Support Requested from Sponsor**

**Explanations for A/NF Rate:** | Year One | All Years

Modified Rate - Sponsor Cap ☐ | Direct Costs

Modified Rate - SU Approved ☐ | F&A Cost

Waived Rate - Sponsor Prohibits ☐ | **Total Costs**

Waived Rate - SU Approved ☐

Upon entering data in DC and F&A, "Total" field will auto calculate.

**Cost Sharing (CS):** None offered ☐ Application Required ☐ Voluntarily Offered ☐ | **OSP Use**

**CS $ Offered** | Year One | All Years | Grad Student Involvement (select activity type): Research ☐ Teaching ☐ Administrative ☐

PI Effort Voluntarily Offered: % Acad Yr | Grad Student Tuition Needs: None ☐

Other Key Personnel Effort Voluntarily Offered: % Acad Yr | Institutional Remitted Tuition Credits Offered per yr | Institutional Scholarship Credits Offered per yr

| **4. OTHER OVERSIGHT ISSUES INCLUDING NEED FOR ADDITIONAL RESOURCES** | YES | NO |
|---|---|---|
| **Inter-institutional Credit / Collaborations** | | |
| a) *Inter-school/college collaborations are proposed.* Project expenditures and F&A will be allocated to multiple units. • If **Yes**, allocation is defined to be: (e.g. 50/50 etc) or defined in attached budgets ☐ • PIs/Faculty with joint appointments: allocation of F&A will be 50%/50% unless otherwise indicated and approved by deans. | ☐ | ☐ |
| b) Project involves an **SU Center or Institute**; if **Yes**, specify • Faculty affiliated with Centers or Institutes without a department number are reminded to note applicable Center/Institute. | ☐ | ☐ |
| c) Project includes collaborators from other institutions; required documents & authorizations have been obtained & provided to OSP. | ☐ | ☐ |
| **Effort / compensation / leave** | YES | NO |
| d) Acad year **course relief** for any key personnel is proposed. If **Yes**, signatures convey chair(s)/dean(s) approval. | ☐ | ☐ |
| e) Faculty or staff **extra service** or **overload** is proposed. If **Yes**, signatures convey chair(s)/dean(s) approval. | ☐ | ☐ |
| f) Faculty **released time** (full semester or AY) is proposed. If **Yes**, dean's signature conveys released time will be granted. | ☐ | ☐ |
| **Additional Resources Needed** | YES | NO |
| g) New instrumentation or equipment (including computers and software applications), apparatus, or furniture is required for the project but not funded by the proposal. If **Yes**, attach a brief description of how these items will be procured and supported in the long-term (if applicable); signatures on the IRR convey chair's and dean's approval. | ☐ | ☐ |
| h) Expanded utility or network services to support proposed equipment are required (e.g. for computer, chemical fume hoods, air conditioning, biological safety cabinets, etc.). If **Yes**, plans for maintaining beyond the term of the award must be approved by the chair and attached. | ☐ | ☐ |
| i) IT related services, which may include data security management and/or other data storage needs (e.g. - use of the Green Data Center), are required for the proposal. If **Yes**, attach the approvals from ITS/or the computing group in your area along with a brief explanation of the IT services required for the project. | ☐ | ☐ |
| j) Renovation, construction or rental of space is required or proposed. If **Yes**, attach approval from Vice Chancellor (VC). | ☐ | ☐ |
| k) Additional personnel or space beyond that provided in the proposal is required. If **Yes**, attach additional approvals from chair, dean and VC with explanation of how personnel or space need will be addressed. | ☐ | ☐ |
| **Other cost-related matters** | YES | NO |
| l) **Equipment** will be purchased and space is adequate to support use. Necessity for item(s) is described in budget justification. | ☐ | ☐ |
| m) **Program income** to be generated as a result of the project as a result of conference fees, equipment user fees, etc. | ☐ | ☐ |

# Proposal Approval Form (PAF)

**Sponsor and Project Information**

Proposal Type

- ○ New
- ○ Resubmission
- ○ Competitive Renewal
- ○ Supplement
- ○ Pre-proposal
- ○ Incoming Transfer

Proposal Submission Deadline

mm/dd/yyyy

Sponsor

Prime Sponsor

Solicitation Identifier or Program Name

If there is no formal identifier or program name, enter a nam

**From:** Jill Ferguson <jsfergus@syr.edu>
**Sent on:** Wednesday, July 30, 2025 3:57:28 PM
**To:** Jill Ferguson <jsfergus@syr.edu>
**CC:** Jill Ferguson <jsfergus@syr.edu>
**Subject:** Due 2025-08-01 | Proposal Approval Form | PI Jill Ferguson | University of Michigan

Thank you for completing the Proposal Approval Form (PAF). Your PAF, below, is ready to route for approvals. Outstanding
prevent OSP from submitting the proposal to the sponsor by the submission deadline.

**Next Steps: Routing for Approvals and to OSP**

1. If you are not the Principal Investigator (PI), forward the PAF to the PI for review and approval.
2. Email the PAF to the PI's Associate Dean for Research (or equivalent) for final approval. Attach all prior approvals as
   below for guidance), a project summary, the internal budget (using the OSP Budget Template), and any other pertine
3. Submit the PAF, all approvals, and the proposal documents to your OSP RA for compliance review and submission t

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**Proposal Approval Form (PAF)**

**1. Sponsor and Project Information**
**1.1. Proposal Type:** New
**1.2. Deadline Date:** 2025-08-01
**1.3. Sponsor:** University of Michigan
**1.4. Prime Sponsor:** NIH
**1.5. Program Identifier or Name:** PA-25-303
**1.6. Solicitation URL:** https://grants.nih.gov/grants/guide/pa-files/PA-25-303.html
**1.7. Project Title:** R01 with Michigan

# Summary of Changes

- Platform
  - Qualtrics survey form replaces Word/PDF fillable form
- Form fields
  - Institutional definitions for existing questions/data fields
  - Intellectual Credit (new)
- Routing and approvals
  - Determined by the nature of the proposed project
- Secondary surveys
  - Proposal Assurances and Certifications (PAC)
  - EHS Grant Proposal Hazard Screening

# Institutional Definitions

- Provide a shared, stable framework ensuring data is interpreted, collected, categorized, and reported consistently
- Where to find them
  - 4/10/25 "IRR Form Changes Preview" session recording and slides
  - Hover text in the Qualtrics form
  - **PAF Form Preview***
  - **PAF Form Instructions*** (FAQ 1)

*Available on a new PAF page on the OSP website.

# Routing and Approvals

- Effort commitment outside regular duties, including course release, teaching buyout, and/or extra service
  - The PI and/or other project personnel, as applicable, must secure approval from their **Department Chair**.
- Cost sharing
  - Requires documentation of commitments from all sources, including:
    - From **third-party partners** for cash or in-kind cost share,
    - **Department Chair** for department-level resources,
    - **Center/Institute Director** for center/institute resources,
    - **ADR** for school/college-level resources, and/or
    - **VPR** for University-level resources

Refer to **Form Instructions**, FAQ 3, available on a new PAF page on the OSP website.

# Routing and Approvals, cont'd.

Refer to **Form Instructions**, FAQ 3, available on a new PAF page on the OSP website.

- Off-campus F&A rate
  - Requires approval of the **VPR** via your OSP RA
- University resources
  - PIs should discuss with **ADRs** the impact of the proposed project on institutional resources and any long-term needs that may extend beyond the life of the award.

- Any prior approvals should route with the PAF for ADR final review and approval.

# Secondary Surveys

# Proposal Assurances and Certifications (PAC)

- Required from all Senior/Key Personnel on all proposals
- When a PAF response is submitted, each Sr/Key Person identified in the PAF will receive an email
  - Subject line: "Action Required by [proposal submission due date] ..."
  - Unique link to the PAC survey form
- Outstanding assurances and certifications may delay or prevent OSP from submitting the proposal

# Institutional Routing and Review Form (IRR)

**ASSURANCES, CERTIFICATIONS AND APPROVALS - The PI and all Key/Senior Personnel (e.g. Co-PIs, Co-Inv, Investigators, etc.) are to sign this form.**

Each signatory (PI and all Key/Senior Personnel) certifies that the application is complete, true (excluding scientific hypotheses and scientific opinion) and accurate to the best of his/her knowledge and does not infringe on the intellectual property rights of others.

If awarded, the PI agrees to accept responsibility for the conduct of the project and to comply with award terms & conditions including timely submission of all progress reports and responsible management of funds according to the award and University policies & practices.

Each signatory also acknowledges that any false, fictitious or fraudulent statement or claims may subject him/her to criminal, civil or administrative penalties.

The PI, and as applicable, other signatories, is/are responsible for informing OSP of any material changes to compliance certifications that may occur while the application is pending or if awarded, during the duration of support.

*Intellectual property:* The PI, all Key/Senior Personnel and all other University personnel on this project agree (or will agree if yet to be hired) to assign and hereby do assign to the University all intellectual property rights developed in the course of the award.

Neither the PI nor any Key/Senior Personnel or others working on this project (including subrecipients or consultants), are to the best of their knowledge, debarred, suspended or proposed for debarment by any Federal department or agency.

Select Title/Role from Drop Down Box

| Title/Role | Typed/Printed Name | Signature | Date |
|---|---|---|---|
| PI | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

☐ Add more signees

# Proposal Assurances and Certifications (PAC)

**Proposal Assurances and Certifications**

Jill Ferguson
jsfergus@syr.edu
Research Services

**Sponsor and Project Information**

**Deadline Date:** 2025-08-01
**Contact PI:** Jill Ferguson
**Sponsor:** University of Michigan
**Prime Sponsor:** NIH
**Project Title:** R01 with Michigan

*I certify that I have submitted all necessary financial disclosures per Syracuse University's Policy on FCOI, which requires all investigators to file an Annual Disclosure of FCOI and to update their disclosure within 30 days of the occurrence of a new reportable financial interest(s).

◯ Yes

◯ No

# Proposal Assurances and Certifications (PAC)

**Action Required by 2025-08-01 | Proposal Assurances and Certifications | PI Jill Ferguson | University of Michigan**

**Jill Ferguson <jsfergus@syr.edu>**

**To:** Jill Ferguson

Tuesday, June 10, 2025 at 6:32 AM

You are identified as Senior/Key Personnel on the following proposal. As such, you must review and affirm the **SU Investigator Proposal Assurances and Certifications** via the following link:
Proposal Assurances and Certifications

The form should take no more than **5 minutes** to complete. Outstanding assurances and certifications from any Senior/Key Personnel may delay or prevent OSP from submitting the proposal to the sponsor by the submission deadline.

Should you have questions, contact the Contact PI listed below or OSP at ospoff@syr.edu.

**Sponsor and Project Information**
**Deadline Date:** 2025-08-01
**Contact PI:** Jill Ferguson
**Sponsor:** University of Michigan
**Prime Sponsor:** NIH
**Project Title:** R01 with Michigan

**Senior/Key Personnel:**

| Role | Name | Email | Department | Intellectual Credit (%) |
|---|---|---|---|---|
| PI | Jill Ferguson | jsfergus@syr.edu | Office of Research | 50 |
| Co-PI | Investigator 2 | invst2@syr.edu | Biology | 25 |
| Co-I | Investigator 3 | invst3@syr.edu | Chemistry | 15 |
| Other Sr/Key Person | Investigator 4 | invst4@syr.edu | Physics | 10 |

# EHS Grant Proposal Hazard Screening

- If applicable based on PAF responses
- EHS approval required by the time of award (i.e., not prior to proposal submission)

# EHS Grant Proposal Hazard Screening

**Action Required: SU EHSS Grant Proposal Hazard Screening**

E

**EHSS <ehss@syr.edu>**

**To:** Jill Ferguson

Tuesday, June 10, 2025 at 6:32 AM

Hello Jill Ferguson,

The responses in your Proposal Approval Form (PAF) identify activities and/or materials that require further assessment and certification by SU Environmental Health and Safety Services (EHSS). Please complete the EHSS Grant Proposal Hazard Screening form to initiate this assessment.

EHSS Grant Proposal Hazard Screening Form

Sincerely,
Environmental Health and Safety Services

Syracuse University

**Project Title:** R01 with Michigan
**Sponsor:** University of Michigan
**Deadline:** 2025-08-01

**Principal Investigator Name:** Jill Ferguson

**Principal Investigator Email:** jsfergus@syr.edu

# Next Steps

- Review the **Form Preview** and **Form Instructions and FAQs** documents available on a new PAF page on the OSP website.
- Plan ahead for first use of the Proposal Approval Form (PAF) via Qualtrics.
- Send us your questions and feedback.

Syracuse University

# Thank you!

Contact Jill Ferguson, Director of Research Services
jsfergus@syr.edu