



Division of Engineering Research
College of Engineering
MICHIGAN STATE UNIVERSITY

Proposal Processing Form (PPF)

PPF Instructions

The downloadable PPF questionnaire is available if you need to complete the information over multiple sessions or if there are login or browser issues. It is most effective to utilize the online PPF found by clicking "APPLY HERE PPF (Proposal Processing Form)" at <https://www.egr.msu.edu/der/>. If the online PPF is unavailable, please complete this questionnaire and email completed form to proposals@egr.msu.edu. *Note: red questions must include a response prior to submission.*

Proposal Type:

Lead Unit/Department:

Project Title:

Sponsor Deadline Type:

Sponsor Deadline Date:

Sponsor:

Project Start Date:

Project End Date:

Project Duration (mths):

Target Submission Date:

Submission Deadline Time:

AM/PM

Prime Sponsor:

Does this proposal include subaward(s)?

(If yes, add contact information)

RFP/Solicitation #:

Keywords (Separate by commas):

Key Personnel

Lead-PI at MSU:

E-mail (egr address)

Phone

Overhead Credit %

Must add to 100% between all PI's. [Overhead Credit and Academic Credit](#)

Other Key Personnel Type:

Other Key Personnel Name:

Department:

Other Key Personnel Overhead Credit %

Additional Key Personnel (please include details {name/department/credit})

Proposal Person Certification Questions

Do you certify that 1) information submitted within the referenced proposal are true, complete and accurate to the best of your knowledge 2) you are aware that false, fictitious, or other fraudulent statements or claims herein may subject you to criminal, civil, or administrative penalties 3) you accept responsibility of the technical conduct of the project and to provide required progress reports in a timely manner if an award results from this application/ and 4) you accept responsibility for ensuring compliance with applicable laws, regulations, policies, and guidelines regarding this proposal and the ensuing award/project?

Yes No

Have lobbying activities been conducted on behalf of this proposal?

Yes No

Questions

Will minors (children under the age of 18) participate in this project? *

Explanation: A minor is defined in the University-wide youth programs policy as a person under the age of eighteen who is not enrolled or accepted for enrollment at the University. Students who are "dually enrolled" in University programs while also enrolled in elementary, middle, or high school are not included in this policy unless such enrollment includes a residential component in University housing. Visit the following site for more information: <https://youthprograms.msu.edu>.

Yes No

Does this project involve human subjects?

Yes No

Does the project involve human blood/materials/fluids?

Yes No

Does this project involve vertebrate animals?

Yes No

Does the project involve recombinant DNA?

Yes No

Does the project involve pathogens/biohazards?

Yes No

Does the project involve hazardous/regulated chemicals?

Yes No

Other Proposal Submission Information

Is cost share required?

Yes No

Has this proposal been previously submitted?

Yes No

**Previous MSU Proposal
Development (PD) Number (if
previously submitted)**

**Agency Reference Number (if previously
submitted)**

**Does this proposal require working with a Technology Manager from MSU Technologies?
If so, who?**

**If there are Export Control issues to the research itself or associated equipment,
materials, or software we can mitigate downstream delays by beginning to address them
now. Do you envision any such export control issues?**

Yes No

**Does the organization require a DUA, MTA, NDA/CDA? *If Yes, contact MSU Technologies at
<http://www.technologies.msu.edu/researchers/forms/mta-cda-dua>.***

Yes No

**Comments, requirements or other relevant information (include instruction regarding sub
awards including sub contact information).**

Fee For Service Project Form (These fields are required for all Fee-for-Service proposals.)

Department/Unit Administering the Fee-for-Service Project

Account number - Required

Default Department Account Number - Required

A default department account number is required for all Fee-for-service projects. If an account becomes overdrawn, this account may be used to offset.

Sponsor Contact Information (Please include the name, phone number, and email address to send invoices)

Are faculty salaries included in the budget?

Yes No

Are the billing rates on file?

Yes No

Date approved by Financial Analysis?

Do you or your immediate family have any financial or equity interest in this organization?

Yes No

Does the organization require a signed Purchase Order?

Yes No

Will the organization agree to use the MSU Standard Services Agreement?

Yes

No - If NO: for commercial clients, route to MSU Business Connect, all other clients, route to General Counsel

When completing this form please export th