**D R A F T Proposal Documents Signature Matrix for discussion**

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| --- | --- | --- | --- | --- | --- |
|  | | | | | |
| **Proposal includes:** | **PI** | **Department Chair Center Director** | **Dean** | **Dean's Designee accepted** | **CRC = VPR** |
|  |  |  |  |  |  |
| Cost Sharing | X | X | X | (X) (excluding SOM) | X |
| Space Needs | X | X | X |  |  |
| F&A Reduction or Waiver | X | X | X |  | X |
| PI Status Form |  | X | X | (X) | X |
|  |  |  |  |  |  |
| PSF – none of the above elements are applicable | X | X | X | (X) |  |

***Proposal Elements Details***

*PSF ­*– By signing the PSF for a proposal that does not have any cost sharing, is being submitted by a **current and valid PI**, is requesting no additional or renovations to space, and is charging the full F&A rate allowed by BU or the sponsor, the following signatures are needed:

* PI – Confirms their role as PI of the project should it be awarded and all information on the PSF and within the proposal is completed to the best of their knowledge and ability.
* Department Chair/Center Director – Confirms the department/center will provide the necessary administrative support and that the proposal is acceptable from the standards of the department/center.
* Dean (or designee) – Confirms that the proposal meets the standards expected from the school/college and that the project will receive the necessary administrative support and attention.

**If the PSF includes the following, additional signatures are needed.**

*Cost Share* – If the proposal includes cost share of any kind (mandatory, salary effort, voluntary committed, voluntary uncommitted, and stipend supplementation):

* PI – Confirms that they understand the nature of the cost share and that it is necessary to the scope and nature of the proposal.
* Department Chair/Center Director – Confirms that the department may be subject to a financial commitment to support the project and that funds will be made available from departmental/center resources should the project be funded. Also confirms to adhering to the administrative guidelines set forth by central offices in order to fund or track the commitments in accordance with BU’s accounting and effort tracking procedures.
* Dean (or designee) – Confirms that the school/college may be subject to a financial commitment to support the project and that funds will be made available should the project be funded. Also confirms that should the department/center be unable to fulfill the financial commitment, the burden will fall to the resources of the school/college.
* Provost’s Office – Confirms that the Provost’s Office may be subject to a financial commitment to support the project and that funds will be made available in accordance to the submitted budget should the project be funded. This signature also confirms that the cost share meets BU’s and any federal guidelines/restrictions. This signature does NOT commit the Provost’s Office to any funding outside of the budgeted amount designated to the Provost’s Office in the Cost Share Excel sheet.

*Space Renovations/New Space* – If the proposal includes the renovations to any existing space (offices, conference rooms, lab space, storage, etc.) or new construction, the following are required. \*Please note that the University Provost and Chief Academic Officer maintains complete control over all space and facilities on the Charles River Campus and any renovations or construction must be approved in advance of proposal submission.\* **NOTE – space protocol needs to be discussed with MED for inclusion**

* PI – Confirms that the space request is of critical need to the proposal.
* Department Chair/Center Director – Confirms that the space request is reasonable to the proposal and accurately reflected in any facilities or other resources sections.
* Dean – Confirms that the Dean has negotiated the renovation/construction with the University Provost and that the University Provost has agreed to support the space request. A designee is not appropriate for this authorization.

*F&A Waiver Reduction* – If the proposal is requesting an F&A rate that is lower than the DHHS negotiated rate for BU or lower than the mandatory rate as stated by the sponsor, the following signatures are required. Please note that written proof the maximum allowable rate set by the sponsor will be required. Proof must be in the form of a publicly available policy or statement (website). An email from the sponsor is not an acceptable form of confirmation. SP will make available a list of sponsors with known F&A caps.

* PI – Confirms that the rate requested is reasonable to the scope of the project and that a clear, concise justification is included in the comments section.
* Department Chair/Center Director – Confirms that any reduced rate will result in a reduced IDC return to the school/college and potentially to the department/center. Also confirms that all efforts have been taken to maintain the maximum allowable rate at BU. This could include cost sharing, reduction of effort, programming, etc.
* Dean – Confirms that the reduced rate will result in a reduced IDC return to the college. Also confirms that there are no other resources available that would allow for full F&A. A designee is not appropriate for this authorization.
* Provost’s Office – Confirms that the rate requested is reasonable to the scope of work or justification, all other considerations for allocation of resources are not available, and the Dean or Center Director is aware of the serious financial implications F&A reductions have on the operations of the University and the school, college, and department levels.

*PI Status* – If the PI or Co-PI does not have automatic PI Status (see PI Status Policy for more detail), a PI status request form must completed and approved. This form is separate from the Proposal Summary Form. The following signatures are required.

* Department Chair/Center Director – Confirms that the individual requesting PI status has the minimum qualifications set forth by the sponsor to be a PI on the proposal. It is also the responsibility of the department/center to confirm that a minimum of 5% of the requested individual salary is paid from university (non-sponsored) funds and a portion of their effort is dedicated to writing proposals.
* Dean (or designee) – Confirms that the individual has the proper qualifications and expertise to represent the school/college as a PI and that the individual’s appointment is valid throughout the proposed project period.
* Provost’s Office – Confirms that the minimum 5% salary appointment has been verified and the individual’s appointment falls within the Academic Research Job Family as qualified to be a PI with Provost’s Office approval.