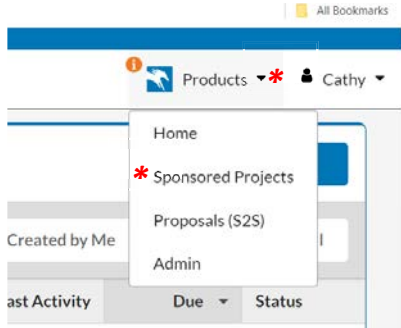


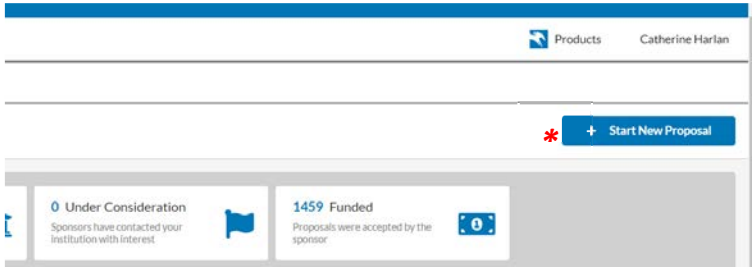
INSTRUCTIONS FOR CREATING AND COMPLETING A PRG/QOL APPLICATION IN CAYUSE

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)"

Create New Proposal ✕

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

This proposal is related to existing proposals or awards (Add Proposal to Project)

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

Create New Proposal ✕

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

Enter a title for your project:

"FY25 PRG: project title" or "FY25 QOL: project title"

This proposal is related to existing proposals or awards (Add Proposal to Project)

Cancel Create New Project

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.

Proposal Sections	
General Info	11
Personnel	1
Financial Conflicts Of Interest In Research	3
Research Subjects	4
Subcontractors & Consultants	2
Export Control	7
Research Materials	7
Intellectual Property	3
Budget	6
Application Abstract	1
Attachments And Submission Notes	1

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

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.

Funding Agency (If not listed, choose "Organization Not Listed" and then specify below):* <input type="text" value="Nova Southeastern University (NSU)"/> <small>The is NSU's direct sponsoring agency.</small>	Prime Funding Agency (if applicable): <input type="text" value="not applicable, do not enter anything in this field"/> <small>If this award is pass-through funding, please list the prime agency.</small>	
If Organization Not Listed above, Please Indicate the Funding Agency: <input type="text" value="not applicable, do not enter anything in this field"/>	If Organization Not Listed above, Please Indicate the Prime Funding Agency: <input type="text" value="not applicable, do not enter anything in this field"/>	
Agency Type:* <input type="text" value="select 'Higher Education'"/> <small>This is connected to NSU's direct sponsoring agency.</small>	Source of Funds:* <input type="text" value="'President's Research Grant' or 'Quality of Life,' as applicable"/> <small>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 Philanthropic refer to awards counted in IA's CASE totals.</small>	
Sponsor Deadline:* <input type="text" value="'01/22/2024'"/> <small>If no sponsor deadline, list the planned submission date.</small>	Funding Opportunity Title/Sponsor Program Name:* <input type="text" value="'FY25 PRG' or 'FY25 QOL'"/> <small>Example: Research Experience for Undergraduates (REU). If no title or program name is available, please enter 'N/A'.</small>	Funding Opportunity/Sponsor Application No:* <input type="text" value="enter 'N/A'"/> <small>If no number please enter 'N/A'.</small>

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? <input type="text" value="Not required to complete, leave blank"/>	Proposal Guidelines URL:* <input type="text" value="not applicable, enter 'N/A'"/> <small>Indicate "See Attached" if proposal guidelines are attached.</small>	Please Attach Proposal Guidelines (if available): <input type="text" value="not applicable, do not enter anything in this field"/> <small>Drag and drop new files or click to select from file system...</small>
---	---	---

General Proposal Information

Title of Project:* <input type="text" value="enter project title"/> <small>Please capitalize each main word in the title for reporting purposes. Example: The Effects of Filling Out Forms on Researcher Attention Spans</small>	
Project Start Date:* <input type="text" value="'07/01/2024'"/> <small>Indicate the estimated start date.</small>	Project End Date:* <input type="text" value="'06/30/2025'"/> <small>Indicate the estimated end date.</small>
College/Unit Responsible for Proposal:* <input type="text" value="select Principal Investigator's college/unit"/> <small>Please select the college/unit that will be responsible for administering the award if awarded.</small>	Is the college/unit within the NSU Health Professions Division?* <input type="radio"/> Yes <input checked="" type="radio"/> No <i>select yes or no as applicable</i>
Is this research connected to one of the following NSU Institutes? If yes, please select the institute(s).* <input type="text" value="if no, select no, if yes, please select the institute(s)"/>	Will this research require use of a core facility?* <input type="text" value="select applicable answer"/>
Will the proposed project require use of NSU Health/Division of Clinical Operations (DCO) resources (NSU Health/DCO staff/providers/space/etc.)?* <input type="radio"/> Yes <input checked="" type="radio"/> No <i>select yes or no as applicable</i>	
Which space will the research activity take place?* <input type="text" value="select appropriate dropdown"/>	
<small>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 knowledge 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 service.</small>	
Activity Type:* <input type="text" value="select either 'Research - Basic', 'Research - Applied', 'Research - Development', see definitions listed above this field in Cayuse"/>	Proposal Type:* <input type="text" value="select 'New'"/> <small>New (project not previously funded by the agency), Resubmission (of a previously submitted project), Revision (of a previously submitted project), Renewal (competing continuation of a project that was previously funded by the agency), Noncompeting Continuation (continuation of a previously funded project for which no competition occurs), Pre-Proposal (when required by the sponsor), Supplement (request for additional funds for an already funded project), and Transfer (transfer of an award to NSU, usually with a new faculty member coming on board).</small>
Funding Instrument Type:* <input type="text" value="select 'Grant'"/> <small>The expected award instrument. Note: Subcontract whenever it is pass-through funding. Philanthropic Grant will be counted in Institutional Advancement (IA)'s CASE totals; please discuss with your OSP Grant Officer if questions.</small>	Is this project being submitted to other funding agencies?* <input type="radio"/> Yes <input checked="" type="radio"/> No <i>select appropriate response</i>
How will this proposal be submitted?* <input type="text" value="select other, then type 'Cayuse'"/>	
Is this submission resulting from a PFRDG award?* <input type="radio"/> Yes <input checked="" type="radio"/> No <i>select 'no'</i>	

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

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.

+ Add Team Member To add a co-investigator, click on this button and fill out the Name, 0% of total credit has been allocated Role, and Internal Association fields below for each entry.

Name* Role*

**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).*

Internal Association*	Credit*			Cost Share Effort			Sponsored Effort			Total Effort
	C	A	S	C	A	S	C	A	S	
<input type="text" value="select appropriate college affiliation*"/>	% 0	% 0	% 0	% 0	% 0	% 0	% 0	% 0	% 0	--

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

NSU Contact Principal Investigator: * Is the NSU Contact PI a Dean or VP? Yes No *select appropriate response*

List the NSU Contact PI for the submission (for OSP routing/management purposes).
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>)
not applicable, however, please contact pra@nova.edu or gol@nova.edu if you have any questions about eligibility requirements

Responsible Conduct in Research Plan (for NSF and NIH T/K/F projects, located at: https://www.nova.edu/osp/policies/forms/responsible_conduct_of_research_plan.pdf)
not applicable, do not add anything to this dropdown

PI Effort Waiver Approved by OSP Director (if applicable):
not applicable, do not add anything to this dropdown

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

- 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).
- 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

Name	Role	Disclosure	Status	Resolution
No research team members have been added yet.				

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*

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

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 prq@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 I(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 irb@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 (x25369 or irb@nova.edu) or your center/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 x24141 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 NSUIACUC@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 prq@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 an individual that is a beneficiary of a sponsored program. Characteristics of a subcontractor:

- Has its performance measured against whether the objectives of the sponsored program are met
- 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://www.nova.edu/procurement/policies.html>) and federal regulations (<https://www.ecfr.gov/current/title-2/part-200#subject:group-ECFR45ddd4419ad436d>). 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 that are 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 review our Export Control Policy (<https://www.nova.edu/osp/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*

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?*

No Yes, H-3 Yes, C-14 Yes, S-35 Yes, P-32 Yes, I-125 Yes, Cr-51 Yes, Other *select no or isotope 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 RSO@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 IBC@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 Overview (ESCRO) Committee review/approval prior to beginning any research activities. Please contact ESCRO@nova.edu for guidance and authorization.

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

No Schedule 1 Drugs Schedule 2 Drugs *select no or schedule drug as applicable*

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, the title/abstract will likely be made public; write in way to eliminate confidential/proprietary (C/P) info. In the proposal body, identify sections with C/P info with a heading or watermark.

Have you previously disclosed any of this research to NSU for intellectual property protection?*

Yes No N/A - Not Research *select yes, no, or N/A as applicable*

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

Yes No N/A - Not Research *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

Budget Item	Total
Total Direct Costs	\$0.00
F&A	\$0.00
Total Sponsor Costs	<i>DO NOT COMPLETE THIS TABLE, NOT REQUIRED</i>
Internal Cost Share	\$0.00
External Cost Share	\$0.00
Total Cost Share	\$0.00
Total Project Cost	\$0.00

Edit

Total Sponsor Direct Costs*

enter budget total, up to \$15,000

The "Total Direct Costs" from the "Display summary from Budget Builder" table above.

Total Sponsor Indirect (F&A) Costs*

enter \$0 as F&A is prohibited/not applicable on internal awards

The "F&A" from the "Display summary from Budget Builder" table above.

Total Sponsor Project Cost*

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

The "Total Sponsor Costs" from the "Display summary from Budget Builder" table above.

Indirect (F&A) Rate*

select "N/A – PRG or QOL Internal Award"

Please indicate the rate as a percent (%)**

0 enter 0%

Specify Rate as a Percentage

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 26% 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:

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

not applicable

Form Located at: <https://www.nova.edu/osp/resources/pre-award.html>. Note that this form must be submitted by the PI/College to Contract and Grant Accounting before the funded account/index number is set up.

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 *select no*

Salary cap information is available at

<http://www.nova.edu/osp/resources/nsu-fact-sheet.html>.

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 *select no*

Refer to OSP Policy #36 Cost Sharing or Matching located at:

<https://www.nova.edu/osp/policies/index.html>.

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 *select yes or no as applicable*

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 *select yes or no as applicable*

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.

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

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 mostly 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	Proposal Summary
<p>Complete Review</p> <p>* Route for Review</p>	<p>PI:</p> <p>Admin Unit:</p>

Proposal Form	Routing	History	Access	Tasks	Notes	Attachments	Links	Admin Only
----------------------	---------	---------	--------	-------	-------	-------------	-------	------------

General Info	✓
Personnel	✓
Financial Conflicts Of Interest In Research	✓
Research Subjects	✓
Subcontractors & Consultants	✓
Export Control	✓
Research Materials	✓
Intellectual Property	✓
Budget	✓
Application Abstract	✓
Attachments And Submission Notes	✓