



**PROPOSAL APPROVAL ROUTING FORM**  
**George Mason University**  
**Office of Sponsored Program (OSP)**

GMU #	Initial Review Date:	Revision #	Review Date:
Deadline:	Submission Date:	Start Date:	End Date:
Principal Investigator:		E-mail :	
Position Title:		Phone:	
Co-Investigator(s)			
Faculty Associates			
Lead Unit:			
Project Title:			
Sponsor:		Prime Sponsor:	
NSF Discipline Code:	CFDA:	Program Code:	
Type of Activity: <input type="checkbox"/> Research <input type="checkbox"/> Training/Instruction <input type="checkbox"/> Service <input type="checkbox"/> Fellowship <input type="checkbox"/> Clinical Trial <input type="checkbox"/> Other _____			
Type of Award <input type="checkbox"/> Grant <input type="checkbox"/> Contract <input type="checkbox"/> Subcontract <input type="checkbox"/> Coop Agreement <input type="checkbox"/> Other _____			
Yes ___ No ___ GMU subcontracting to another organization? <input type="checkbox"/> Budget with signature of Institutional Officer included			
Name(s) of subcontracting organization(s):			
FACILITIES & ADMINISTRATIVE (F&A) COST RECOVERY DISTRIBUTION			SUMMARY PROPOSED BUDGET
Rate charged to sponsor: _____ of _____			Sponsor
Distribution of 100% F&A costs recovered is as follows:			GMU Cash
University:% _____ Provost:% _____ BRL:% _____			GMU In-kind
Remaining F&A costs recovered will be distributed as follows:			Unrecovered F&A
Principal Investigators	Department/Center	School/College/Institute	Tuition Contribution
			Other Cash
			Other In-kind
Total:	Total:	Total:	Total Budget

Misconduct in Research and Scholarship (University Policy Number 4007)

<http://universitypolicy.gmu.edu/policies/misconduct-in-research-and-scholarship/>

George Mason University supports the principle that all individuals involved in research, regardless of funding source, must become familiar with the professional and ethical standards expected in an academic research setting. All proposed personnel should be familiar with University Policy Number 4007. Additional information on the Responsible Conduct of Research can be found on the Office of Research Integrity & Assurance website (<http://oria.gmu.edu/ethical-conduct-of-research/>).

National Institutes of Health (NIH) Public Access Policy

(see: <http://publicaccess.nih.gov/> for the policy)

This new policy ensures that the public has access to the published results of NIH-funded research. It requires scientists and researchers to submit final peer-reviewed journal manuscripts that arise from NIH funds to the digital archive PubMed Central (<http://pubmedcentral.nih.gov>). The policy requires that these final peer-reviewed manuscripts be accessible to the public on PubMed Central to help advance science and improve human health.

This policy applies to any manuscript that is peer-reviewed; is accepted for publication in a journal on or after April 7, 2008; and arises from any direct funding from an NIH grant or cooperative agreement active in Fiscal Year 2008; or any direct funding from an NIH contract signed on or after April 7, 2008; or any direct funding from the NIH Intramural Program. (See: <http://publicaccess.nih.gov/FAQ.htm> for frequently asked questions)

For all research-related university policies and procedures, please visit the Office of Sponsored Programs' web page at <http://www.gmu.edu/research/OSP/>

**MultiUnit F&A Distribution:** When faculty from two or more schools (colleges or institutes) submit research proposals, they will divide the recovered F&A based on the **total budgeted personnel expenses** (includes salary and benefits) associated for individuals in that school, college or institute. Note: This means that equipment, travel, supplies and other non-personnel expenses will not be used in calculating how F&A will be distributed to the major units. (Supported by D&D, May 2006). If units agree on another arrangement, it must be determined prospectively.

**REVIEWED AND APPROVED FOR GEORGE MASON UNIVERSITY**

Signatures below constitute concurrence with and/or approval of all matters addressed in this proposal review. Signatures certify agreement with all elements of Indirect Recovery Distribution (see page 1) and all GMU resource commitments as described above and in budget. **PI signature certifies that 1) the information submitted on the routing form and within the application is true, complete and accurate to the best of the PI's knowledge; 2) that any false, fictitious, or fraudulent statements or claims may subject the PI to criminal, civil, or administrative penalties; and 3) that the PI agrees to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of the application.**
