General Information
The PAR (Proposal Approval Record) is required for all proposals submitted to an extramural sponsor. *Please Note: If the proposal involves multiple PIs from different schools, an Addendum to the PAR is required to reflect the participation and approvals of all Multiple PIs and the respective school(s).*

The Adobe Fillable Form is provided as a fillable document that may be saved to your desktop. This enables users to create multiple templates for a variety of Principal Investigators or projects.

Navigation
By default, using the TAB button will advance the cursor to the next text field or dropdown or radio button on the current row. At the end of each row, the cursor will advance to the beginning of the next row. Users may also use their mouse to select any text or dropdown field.

<table>
<thead>
<tr>
<th>Principal Investigator, Multi-Principal Investigator or Fellow</th>
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Enter the following information for the Principal Investigator, Multi-Principal Investigator(s), and/or Fellow(s):

- **First Name and Last Name**
- **Role**
  a. The **Principal Investigator (PI)** is the USC employee responsible for the scientific, technical and administrative conduct of the proposed project.
  b. The **Multi-Principal Investigator (Multi-PI)** is the investigator sharing equal responsibility for the direction of a sponsored research award.
  c. A **Fellow** is a graduate student appointed to a position granting financial aid and providing for further study.
- **Employee ID**
- **Telephone Extension Number**
- **Email Address**

Enter the following information for the Department/Unit Contact Person to contact with any questions regarding the proposal:

- **First Name and Last Name**
- **Telephone Extension Number**
- **Email Address**

Enter the **Department or Unit** that will be responsible for administering the award.

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<th>Sponsor and Proposal Information</th>
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- **Sponsor.** Identify the sponsor to which the proposal is being submitted.
- **Award Type.** Choose the anticipated type of award listed below.
  a. **Contract.** A legal document between a sponsor and USC to procure research services or other services from USC. Activities performed under contract are more closely controlled by the sponsor than those performed under a grant.
  b. **Cooperative Agreement.** An award of financial assistance in which the sponsor's staff may be actively involved in defining the scope of work or program, and/or anticipates having substantial involvement in the performance of the project.
  c. **Grant.** Award of financial assistance with PI defined work scope.
  d. **Incoming Subcontract / Subaward.** An agreement that transfers a substantive portion of a project under a prime award from the prime recipient to USC.
- **If Subaward, Indicate the Prime Sponsor.** The prime sponsor is the entity that will issue an award under which USC will receive its subaward. For example, the National Science Foundation is a prime sponsor if it makes an award to the California Institute of Technology (Cal Tech) and Cal Tech issues a subaward to USC under their NSF prime award.
Sponsor and Proposal Information (continued)

- **Funding Opportunity Announcement/Program Announcement/Request for Proposal #**
- **Sponsor Due Date.** The sponsor’s deadline date as indicated in the solicitation.
- **USC Due Date.** The date the PI expects the proposal to be submitted to the sponsor.
- **After-The-Fact.** For proposals submitted after the sponsor’s due date or at the time of the award, select the radio button.
- **Project Title.** The full title of the project.
- **Proposal Type.** Choose the appropriate proposal type from the dropdown; indicate the **Account Number** for Continuations, Renewals, or Supplement/Revision.
  a. **New.** An original funding request made to a sponsor for a proposed project. No prior proposal has been submitted to the sponsor for the proposed project, and the sponsor has not previously made an award to support the proposed project.
  b. **Continuation (Non-Competing Progress Report).** The sponsor has made a commitment to fund the entire project period, but requires submission of a continuation or progress report to monitor progress.
  c. **Renewal (Competing).** A request for additional funding that is intended to extend, or results in the extension of, a project beyond the originally approved project period.
  d. **Supplement/Revision.** A request for additional funds during the originally approved project period.
  e. **Resubmission.** A proposal submitted to make a significant change (e.g., scope of work, budget, facilities, subawards, etc.) to a previously submitted proposal not yet funded by the sponsor.
- **Project Type.** Choose the appropriate project type listed below.
  a. **Applied Research.** Systematic use and practical application of findings/theories in studies involving useful products, where such studies are designed to test and/or evaluate practical application of proposed solutions.
  b. **Basic Research.** Research directed toward increasing knowledge of the subject being studied. Including analytical and experimental activities that primarily seek to increase the understanding of fundamental phenomena.
  c. **Clinical Trial.** The controlled, clinical testing of investigational and/or approved drugs, devices, treatments or diagnostics in human subjects where such testing is performed under a sponsor or investigator-developed protocol covered by an IND or IDE from the FDA.
  d. **Conference.** Funding provided to support the costs of a meeting or meetings.
  e. **Developmental Research.** Normally follows basic research and attempts to expand the potentialities of new discoveries.
  f. **Equipment.** Funding for the purpose of acquiring equipment, including grants of equipment or full or partial funding to enable the purchase of equipment and where the title to such equipment vests with USC.
  g. **Fellowships.** Funding received in order to train or provide subsistence during training, to either graduate students or postdoctoral candidates training in research techniques.
  h. **Public Service.** Public service projects are those where the sponsor wants USC to provide scholarly or professional training or services to individuals or sponsor designated recipient groups, where such groups are external to the University.
  i. **Student Aid.** Funding received to provide financial aid to students.
  j. **Training.** Training means scholarly, professional, or occupational instruction primarily for graduate students or University employees (including post docs) and includes training awards made to USC that provide for selection of student recipients by academic units.
  k. **Other.** Use this category if a project cannot be classified as one of the above categories.
- **Project Start Date.** Enter the anticipated date the project will begin.
- **Project End Date.** Enter the anticipated date the project will be completed.
- **Additional Space.** Select Yes or No if anticipated facilities or renovations are needed for the project.
Budget

- **Budget Information Table.** Enter the appropriate budget information for the first or current budget period in the first column and for the total project period in the second column. The Budget Information Table reflects the total funding requested from the sponsor (inclusive of the Direct and F&A costs of the participating schools, as reflected on any Addendum).
  
  a. **Direct Costs.** The allowable direct costs requested from the sponsor.
  b. **F&A Costs.** The facilities and administrative (F&A) costs requested from the sponsor.
  c. **Total Costs.** The sum of direct costs and F&A costs requested.
  d. **F&A Base.** The base dollar amount to which a F&A cost rate is applied. USC’s F&A Cost Rate Agreement utilizes a Modified Total Direct Costs as the basis for calculating F&A costs.

- **F&A Rate.** If more than one rate was used to calculate the Total F&A Costs requested, please list all rates. Please refer to the F&A Costs Rate Agreement section of the DCG website for additional information.

- **F&A Method.** Select from the dropdown the F&A method used.
  a. **Modified Total Direct Costs (MTDC)**
  b. **Total Direct Costs (TDC)**
  c. **Salaries and Wages (S&W)**
  d. **Other**

- **Cost Sharing Commitment.** Cost sharing is any portion of the total costs of a project not borne by the sponsor. Cost sharing is committed when project costs are offered and quantified anywhere in the proposal and where such costs are not included in the proposal budget as costs requested from the sponsor. If the project includes a cost sharing commitment, select Yes or No and indicate the amount and account number.

- **Multiple PIs from Other USC Schools.** Select Yes or No. If yes, complete an Addendum to the PAR for each school involved and list participating schools in Comments Section.

- **Subawards to Other Entities.** Will a non-USC entity perform a portion of the programmatic work? If yes, identify the subcontractor’s name, address, phone number, total costs and whether subcontractor proposal is attached.

Export Controls

- **Research Location.** Select Yes or No to indicate if research will be performed in whole or in part outside the United States.

- **Travel.** Select Yes or No to indicate if travel outside the United States is required in order to complete the project; scientific meetings and conferences are not subject to this.

- **Export of Information, Material or Equipment.** Select Yes or No to indicate if research will likely result in the export of information, material or equipment to a country outside of the U.S.

Research Compliance

- **Human Subjects Research.**
  a. If the project involves human research, indicate yes, the IRB Protocol number and approval date. Human research means any systematic investigation that is designed with the intent to develop or contribute to scholarly knowledge, and which uses living humans or identifiable information about living humans.
  b. If the project involves human research and the budget proposes patient care costs, the Clinical Trials Analysis Budget and Billing (CTABB) Unit must review and approve the budget. Indicate the approval date and/or if the approval is pending.

- **Human Embryonic Cells.** If the project involves the creation or use of human embryonic stem cells (hESC) or hESC-derived cell lines, indicate Yes and approval date.

- **Animal Subjects Research.** If the project involves the use of live vertebrate animals for research, research training, experimentation, biological testing or related purposes, indicate Yes, IACUC Protocol Number and approval date.

- **Radioactive Materials.** If the project involves the use of radioactive materials, indicate Yes and approval date.

- **Biohazardous Materials.** If the project involves the use of biohazardous materials, indicate Yes and approval date.
### Financial Interests

Answering this question allows the Principal Investigator to disclose known related financial and management interests in an abbreviated way to facilitate institutional approval of the proposal. Positive disclosures require review by the Conflict of Interest in Research Committee (CIRC). In such cases, early disclosure is advised to minimize any delays.

The Principal Investigator should read the USC Conflict of Interest statement and select Yes or No from the dropdown.

### Principal Investigator, Multi-PI, and/or Fellow(s) Certification and Endorsement

The Principal Investigator’s signature is required on this form. DCG cannot sign/endorse the proposal or release it for submission to the sponsor without the PI’s signature.

Enter PI or Fellow name, signature and date. This section should be completed and signed by the PI, Multi-PI and/or Fellow.

### School Endorsement

The Dean or Designee’s name, signature and date are required to approve the proposed technical content, budget, personnel, space, cost sharing and equipment.

Review and approval by the Dean or Designee is required. DCG cannot sign/endorse the proposal or release it for submission to the sponsor without this signature, unless special arrangements have been made with the Dean or Designee.

*Refer to the School’s proposal review and approval process, as a School may require additional reviews and approvals beyond those required by the PAR or Addendum to the PAR.*