



ATTACHMENT A REQUEST TO ESTABLISH NEW OSP FUND VT Foundation will provide funding

VTF Fund Number:

198-VTF Budget

NOTE: For the OSP fund; budget will be entered into account code 198 but funds can be spent across budget categories.

Department Contact
for this form

Phone #

E-mail Address

Project Start Date

Funding Type: Research

Project End Date

General Administrative Services

Industrial Affiliate Program (IAP)

Principal Investigator (PI)

Banner ID #

E-mail Address

Dept/Ctr Org Code

Financial Manager (FM) - if same as PI
click here:

Banner ID #

E-mail Address

Dept/Ctr Org Code

OSP Fund Title:

Please briefly describe the general project area:

COMPLIANCE INFORMATION

If any of the following categories are checked, additional clearances or approvals may be required prior to project initiation.

Animal Use IACUC#

Recombinant DNA/RNA

Radioactive Materials

Hazardous Waste

Human Subjects IRB#

FDA/EPA Good Lab Practices

Hazardous Chemicals

Biohazards

REQUIRED APPROVALS AND SIGNATURES

It is understood that any intellectual property (IP) resulting from this project, funded by the Foundation, is subject to University IP policies.

Principal Investigator/Fiscal Manager

Department Head/Director

Date:

Date:

**Mail Completed Form to the Office of Sponsored Program (Mail Code 0170)
or email to OSPVTFAttachA-g@vt.edu**

ATTACHMENT A - This Form is to Request OSP Establish a New OSP Fund

The **ATTACHMENT A** is an internal Office of Sponsored Programs (OSP) routing form used to establish new VT Foundation G&C funds that are funded by the VT Foundation.

OSP Information Required for New Funds

Enter the Project Start Date, the Project End Date will be the current end date in place for all various funds. OSP will automatically extend all various funds at the same time (5 year increments). When a fund is no longer needed, please notify OSP and the fund will be terminated.

Funding Types:

- **Industrial Affiliate:** An approved Industrial Affiliate Program supports specific research activities through “membership fees” paid by participating corporations. Industrial Affiliate fees are not considered gifts.

- **Research:** OSP funds in support of research activities to pay for expenditures not allowable on VTF funds such as personnel costs.

- **General Administrative Services:** OSP funds in support of institutional activities that are not research related.

Provide information for the Principle Investigator (PI) and Financial Manager (FM) for the fund. If the PI will also serve as FM just check the block.

OSP Fund Title: Provide the title of the OSP fund (limited to 120 spaces) and briefly describe the general project area.

Compliance Information

Use of Animal Subjects: Approval must be obtained from the Animal Care Committee prior to the initiation of any research if the project involves either living or dead vertebrate animals. Forms and information can be found at <https://www.research.vt.edu/iacuc/new-online-submission-forms.html>.

Use of Human Subjects: A project plan and protocol must be submitted to the Institutional Review Board (IRB). The IRB must review and approve the proposal before research can commence. Forms and information can be found at www.irb.vt.edu.

Biohazards, Hazardous Waste, Hazardous Chemicals, and Radioactive Materials: Compliance is coordinated by the Office of Environmental Health and Safety Services. Forms and information can be found at www.ehss.vt.edu.

Recombinant DNA/RNA: Please specify any recombinant DNA/RNA that will be used in this project. Answers to questions concerning DNA/RNA can be found at www.ehss.vt.edu/programs/BIO_summary.php.

FDA/EPA Good Laboratory Practice (GLP): For work requiring compliance with FDA (21 CFR Part 58) or EPA (40 CFR Part 160; 40 CFR Part 792) Good Laboratory Practice regulations contact the GLP Program Office in the College of Veterinary Medicine.

Required Approvals and Signatures

Required Signatures: All fund holders, plus their respective department head/director, are required to sign the form. By signing, all parties acknowledge that any intellectual property (IP) resulting from this project, funded by the Foundation, is subject to University IP policies, and all parties certify that this request is in compliance with *OSP Procedure 30003 Virginia Tech Foundation Funds Handling* found at https://osp.vt.edu/content/dam/osp_vt_edu/policies/osp30003.pdf

For an Industrial Affiliate, all parties certify that this request is in compliance with *OSP Procedure 10007 - Membership Fee Supported and Other Affiliate Programs* found at https://osp.vt.edu/content/dam/osp_vt_edu/policies/osp10007.pdf and with University policy *Definition and Deposit of Private Funds No. 3630* found at <http://www.policies.vt.edu/3630.pdf>.