**SPARTA INFORMATION SHEET**

**(For Grad Student Applications)**

If you are submitting a grant to NSF or NIH (or any other entity that gives money to the institution, not you individually), you must also submit through Sparta. Linda ([linda.rinella@case.edu](mailto:linda.rinella@case.edu)) will do this for you, but she requires specific information to complete the process.

The following are a list of questions and documents that Linda will need to submit your grant application through Sparta. Please provide the answers and required documents to her no later than **15 days** before the funding entity’s application deadline.

**Provide the following documents:**

* **Research proposal (full package of documents required when submitting to NSF or NIH)**
* You must complete Conflict of Interest Certification in Sparta before anything can be approved. Follow this [link](https://spartacoi.case.edu/coi/Rooms/DisplayPages/LayoutInitial?Container=com.webridge.entity.Entity%5BOID%5B0A7646F3B149874E902185897C144551%5D%5D) to fill it out now. This is to ensure that your research does not have any conflicting interests.
* A fully detailed budget for the project
* A budget justification

# Name:

**Read the following questions and answer in the space provided:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Question #** | **Question** | **Answer Options** | **Comment** | **Answer** |
| **1.0 General Proposal Info** |  |  |  |  |
| 2.0 | **Full proposal title:**  **(& a short proposal title)** | **Type your full proposal title** | **(Please include a ‘shortened title’ with full proposal title)** |  |
| 3.0 | Key Words | Pick one or two words to define category of grant. | Anthropology is an option |  |
| 4.0 | Principal Investigator |  |  |  |
| 4.1 | **Human Subjects** | Yes or no | \*required answer\* |  |
| 5.0 | Submission Type | New Continuation Renewal Other |  |  |
| 6.0 | Not applicable |  |  |  |
| 7.0 | Project Type | Research  Training  Other |  |  |
| 8.0 | Primary Project Location | On Campus/CWRU, Off Campus, Metro, VAMC | On campus includes local research unless specifically at one of the other locations listed, such as Metro. If you are talking to people on street corners in the city this is not off campus. |  |
| **9.0** | **How will the grant be submitted** | **Electronic grants.gov, non-grants.gov, paper, other** | **NSF is through Fastlane, so electronic non-grants.gov** |  |
| 10.0 | Special arrangements | Special Request  (renovations, subaccounts, IT) |  |  |
| **1.5 Non-Grants.gov details** | **Provide any documents specific to this RFA -** |  | IMPORTANT – this info is required to submit | Will also need the URL and any other comments pertaining to grant |
| **2.0 Proposal Information** | **Full title of proposal** |  |  |  |
| 2.0 | If other Management Centers, please identify (SOM, NUR, ENGR, etc.) |  |  |  |
| 5.0 | Application Submission Deadline | Fill in specific deadline, spelling out month | Date the application is due to funding entity |  |
| 7.0 | **Expected Start Date** | Fill in your expected start date, spelling out month | The earliest date the project would start. |  |
| 8.0 | **Additional internal or external personnel – please list** |  | **Will need to provide biosketch and supporting documentation** |  |
| **5.0 Research Performance Sites** |  |  |  |  |
| 3.0 | Are there other CWRU schools involved in this proposal? | Yes or no (almost always no) | If yes, must identify school and location.  Unless you are formally working with another school this is no. | No |
| **6.0 Compliance Review** |  |  |  |  |
| 1.0 | Will this project involve human research subjects, human specimens, or private, identifiable data about living humans? | Yes or no | Always yes | Yes |
| 2.0 | Does your project involve the use of live vertebrate animals? | Yes or no | Almost certainly no | No |
| 3.0 | Does this project involve the use of the following: A. rDNA/RNA/Synthetic Nucleic Acid Molecules; B. RNAi (shRNA/RiRNA); C.  Toxic Genes; D. Oncogenes; E. Transgenic species (Tg) or Knockout (KO) Animals/species;   1. Animal or Human Gene Transfer (a.k.a. "Gene Therapy"); 2. Viral Vectors (including Baculovirus); H. Compacted genetic materials/nanopar ticles; I. Synthetic oligonucleotides; J. Morpholios | Yes or no | Almost certainly no | No |
| 6.0 | Does this project involve shipping equipment, materials, data or software to a foreign country? | Yes or no | Answer no | No |
| 7.0 | Does the project involve collaborating with foreign colleagues in Cuba, North Korea, Iran, Sudan, or Syria? | Yes or no |  | No |
| 8.0 | Does the project involve training foreign persons in using equipment, whether in the US or outside the US? | Yes or no | This refers to major equipment, not recorders etc. so generally the answer is no. | No |
| 9.0 | Does the project involve working with a country subject to US boycott? (Includes conducting surveys, & providing training)? | Yes or no | Likely no. | No |
| 10.0 | Will this project build upon or practice existing intellectual property developed at CWRU that you've either disclosed or intend to disclose to the technology office? | Yes or no | Almost certainly no | No |
| 11.0 | Will this project build upon or practice existing intellectual property developed by you while at a previous institution/employ er? | Yes or no | Almost certainly no | No |
| 12.0 | Will this project utilize existing intellectual property assets belonging to external parties that you have accessed through an MTA or other access-related agreement? | Yes or no | Almost certainly no | No |
| **Human Subjects Research Info** | Box will pop up ONLY IF you click yes to question 6.0 1.0 above |  |  |  |
| 1.0 | Select IRB type | CWRU  Behavioral IRB,  University Hospitals IRB, Metro Medical Center IRB, VAMC IRB,  Cleveland Clinic IRB, other IRB |  |  |
| 6.0 | IRB Protocol Number | Fill in with your specific protocol number you receive after completing your IRB | The protocol number provided by the approving IRB, if completed by time of application submission. |  |