

## **Revised Project Information Form**

The Office of Research Administration & Finance (RA&F) has revised the Project Information Form (PIF), which is required for all proposals submitted outside of Rensselaer. The current version can be found on the RA&F website [here](#) . Please use this link to start a new proposal so that the current version of the PIF is always accessed.

The current version of the PIF must be utilized to ensure that we meet both Sponsor and University requirements. This will ensure compliance, accuracy, and consistency for Rensselaer's proposal submissions. The information on this form is used by RA&F to certify each proposal submission, and the certification requirements change over time.

Overall, the appearance of the PIF has been modernized to enhance the usability of the form. The flow has been updated for consistency in proposal submissions, increasing efficiency and accuracy. The PIF is now organized into sections for easy reference, which is particularly helpful for navigation and troubleshooting. Several questions have been moved to sections labeled, "RA&F Use Only," to streamline and allow more time for PI's to concentrate on the Technical portion of proposals.

The revised Project Information Form is provided in PDF format only. PDF is a universal format that is recognized by all operating systems and the software is free. The interactive, fillable PDF form is more effective and less time consuming, on all aspects. Other items such as drop-down boxes, date selections using a pop-up calendar, and radio buttons, have consolidated the visible content of the form.

### **Significant Changes to Project Information Form**

Effective August 24, 2012, The National Institute of Health (NIH) has implemented regulations pertaining to the disclosure and management of any Financial Conflict of Interest (FCOI). Rensselaer, and any other University who receive sponsored research funding from NIH, must comply with these new regulations. Additional questions have been added to the Project Information Form to ensure we have the appropriate documentation to report as required. These questions (Section E & F of the current PIF), address the NIH FCOI training requirement (List of Investigators, found Section E of the PIF) and reportable Significant Financial Interests (Conflict of Interest, found in Section F of the PIF), for which we are required to document and report.

a) **List of Investigators**

The documentation required for the List of Investigators includes a list of the Investigators on the project that meet the NIH definition of Investigator and the CITI FCOI training course completion certification for each Investigator.

*\*The NIH defines an Investigator as" the Principal Investigator and any other person who is responsible for the design, conduct, or reporting of research funded by the NIH, or proposed for such funding, including subgrantees, contractors, or collaborators. The definition of Investigator also includes the Investigator's spouse and dependent children".*

b) Conflict of Interest

Investigators are required to report ANY Significant Financial Interests specific to the project to Larry Hardy ([hardyl2@rpi.edu](mailto:hardyl2@rpi.edu)), Director of Human Resources (extension 6163). RA&F will verify reporting has been completed when a significant conflict of interest is identified in Section F of the PIF.

A “PIF Guide” has also been created, to assist with any questions you may have in completing the revised Project Information Form. A link to this helpful reference guide can be found at the top of the revised form, and can also be accessed [here](#).

As of October 1, 2012, any PIFs submitted on an outdated form will be returned to you and the proposal will not be processed until the current version is provided.

Please contact your PreAward Grant Administrator with any feedback, comments, concerns or questions regarding the new PIF.