

Authorization to Seek Off-Campus Funding (ePA-005)

To obtain off-campus funding, no matter the sponsor, funding level, or proposer (faculty, staff, student), **ALL** proposers are required to fill out and submit an authorization form (Form [ePA-005](#)) before a proposal can be submitted by OSU on behalf of the submitter. Please contact [Michael Moses](#) with any questions you have regarding this required form.

The form serves two purposes:

1. it documents administrative, budgetary and compliance information about the proposal and provides chairs, center directors, deans and vice presidents with a summary of that information; and
2. it acts as the Office of Sponsored Program's authorization to submit the proposal to an external sponsor.

At a minimum, a final budget, budget justification, and abstract must be attached to the ePA-005 and submitted and approved at least one day before the proposal is due. Typically completed by the PI, the senior grants managers may also create the ePA-005 on behalf of the proposer.

Creating an ePA-005

To create an ePA-005, select the ePA-005 link from the eTools section of the [OSP website](#). You must login using your University internet user name and password. Once you login, you will see the following header. Instructions for completing the document can be found under the Help tab.



Some of the sections need special attention to make sure that they are being filled out correctly. The following provides guidance on how to deal with cost share, choosing org numbers, paying for graduate associates, and export control issues.

Choosing Department/Centers Orgs (Section 4B)

This section identifies the departments/centers (collectively known as orgs) associated with the proposal/award and the conduct of the study. The three departments in EHE have org numbers that are specific to research which should be used instead of the default org numbers:

Educational Studies Research Org: 12814

Human Sciences Research Org: 12534

Teaching and Learning Org: 12768

College-level offices, centers and initiatives have their own research org numbers. If you don't see the org that you are looking for, please contact [Michael Moses](#) for assistance.

EHE Research Methodology Center: 12063

CCEC: 12135

CETE: 12030

Schoenbaum Family Center: 12134

EHE Office of Educator Prep: 12131

Each org whose faculty contributed to the intellectual development of the proposal, or where a substantial part of the work will be conducted, should be listed. The PI's TIU (Tenure Initiating Unit) must also be listed even if their effort is 0% for that org. Faculty members (PIs) with joint appointment across units would need to supply the rate of percent for award allocation and expenditure allocation among participating orgs. The chair/center director and responsible Dean/VP for each org listed are required to sign the form. Chairs/Deans and their administrators in all units listed will have PI Portal access to the proposal/award and any resulting projects.

The first listed org will be considered to be the administrative home of the proposal/award. The Office of Sponsored Programs pre-award SPO responsible for that department will be the OSP point of contact for all aspects of proposal preparation and pre-award review.

Special situations for EHE faculty members with OARDC and OSUE appointments.

- 1) OARDC: when a faculty member with OARDC appointment serves as the PI on a grant submission, the ePA-005 form should indicate 10% of award allocation and 0% expenditure allocation to OARDC-Human Ecology (org number: 56900)
- 2) OSU Extension (OSUE): when a faculty member with OSUE appointment serves as the PI on a grant submission, the ePA-005 form should indicate 15% of award allocation and 15% expenditure allocation to OSUE-EHE (org number: 55900)

Cost Share

Use the comments section to describe who is responsible for any cost share and how it is to be distributed across different departments or units.

Determining Who Will Pay for Graduate Associates (Section 5F)

Select the radio button that represents who will pay fees for any GAA/GRAs (Graduate Administrative Associate/Graduate Research Associates) to be supported on the award.

Sponsor means that fees are included in the proposal budget and will be charged to the sponsor. This designation also means that the sponsor allows graduate fees to be charged to the sponsor even if no fees have been included in the proposed budget.

College or Department means that GA fees will be charged to one of these units, either because sponsor policy prohibits charging fees to the award, or because a department or college is providing a fee waiver. Each college has its own requirements and procedures regarding fee waivers. If you are uncertain of your college's policy please check with your department chair or College Fiscal Officer before preparing your proposal budget. Chair/Center Director/Dean/VP signatures on the form indicate their concurrence with the fee designation.

NA (Not Allowed) means that students cannot be appointed or charged to the award because the sponsor policy prohibits charging fees to the award (e.g., an equipment or facility improvement proposal). In the event that students are appointed to such a project, the fee charges will default to the Department.

International Collaboration including Travel (Section 6J)

Federal Export Control regulations place restrictions on the release or transfer of certain information and materials to foreign nationals or foreign entities, both here at Ohio State and abroad. If award activities will include any of the following conditions, an export control assessment will need to be done and if needed an export control management plan implemented to ensure compliance with the federal regulations.

Select the Export Control "yes" button if any of the following conditions apply:

1. Research involves the use of information, items or technology subject to the licensing provisions of the International Traffic in Arms (ITAR) regulations 15 CFR §§ 120-130 or the Export Administration Regulations (EAR) 22 CFR §§ 730-774 (e.g., information marked as export restricted received from outside the University).
2. Research involves export restricted science and engineering areas (e.g., defense areas, missiles, weapons, select agents, encryption technology).
3. Research involves the transfer of project information, equipment, materials or financial support out of the U.S. (e.g., sending project deliverables or providing funding via a subcontract).
4. Any part of the research will take place outside the U.S. or will include **international travel** (e.g., field work outside the U.S., you plan on presenting the work at an international conference, or you will be providing professional services).
5. Research involves foreign national faculty, visiting scientists or **collaborator(s)**, or other foreign entities (e.g., non-US Company, University or other organization).
6. Foreign National **graduate students**, trainees or other Ohio State employees will be involved in any of the research types listed in conditions 1-4 above, AND the research has *not* been determined to be fundamental research by the Export Control Administrator.

Selecting "yes" will result in a notification to the Export Control Administrator, who will contact you for additional information as needed. **Note that selecting "yes" will not affect the submission of the proposal.** See the [Office of Research Compliance, Export Control](#) website or contact the Export Control Administrator at exportcontrol@osu.edu for additional information regarding Export Controls.