

## INSTRUCTIONS FOR THE PREPARATION OF THE COST PROPOSAL COVER PAGE

The Cost Proposal Cover Page contains all the necessary information on the Cost Proposal Principal Investigator, the proposing institution, and the administrative contact. In addition, the Institution's Authorized Signatory signs and certifies that the proposing institution endorses the proposal submission, and has read and is in compliance with the required certifications. All information is required for Principal Investigators [PIs] as well as Co-Investigators [CoIs] requesting funding.

1. At the top left of the page, you will see two drop-down boxes. The first [1.] indicates the type of submission, "Initial" or "Resubmission". The second [2.] drop-down box indicates the role of the person submitting the proposal. There are three possible choices: 1) Principal Investigator; 2) Co-Investigator; or 3) Lead US Cost PI for Non US Science PI. The third choice should be selected when the Science PI is from a non-US institution [not eligible for funding] and a US CoI is requesting funding and taking the lead as the Cost PI.

1. Initial Submission

2. Principal Investigator

**Chandra Cost Proposal**  
Cover Page

**CYCLE 20**

Cost Proposal Principal Investigator (PI)

On the right hand side is the cycle number. The number is a drop-down box. Make sure that the correct cycle is chosen.

2. The first section of the form provides us with information on the Cost Proposal Principal Investigator and some basic information regarding the cost proposal.

- ***Cost Proposal Principal Investigator***

There are 3 blocks to be completed. Provide the last name and first name of the Cost Proposal PI. The block for the PI title is a "drop-down" box. Click on the down arrow to select the correct title. If the PI's title does not appear in the drop-down box, select other and type in the correct title next to the word "other".

- ***Institution***

The name of the proposing institution

- ***Department***

The department to which the PI is assigned at the institution.

- ***Address/Street***

Provide the PI's address at the institution.

- ***Mail Stop***

PI's mail stop at the institution, if any.

- ***City/Town***

The city or town associated with the PI's address at the institution.

- ***State/Province***

Use the "drop-down" box to select the name of the state or province associated with the PI's address at the institution.

- ***Zip/Postal Code***

Zip code, postal code or equivalent associated with the PI's address at the institution.

- ***Country***

The default is United States.

- ***Telephone***

Provide the complete telephone number for the PI including area code and any extension.

- ***Email Address***

PI email address.

- **Science PI and Science PI Institution**

If the Principal Investigator of the science proposal is different from the Principal Investigator for the cost proposal, enter the complete name of the Science PI and the Science PI's institution.

2. The second section of the form relates to administrative issues and the Administrative Contact.

- ***Proposal Title***

Enter the title of the science proposal.

- ***CXC Science Proposal Number***

Enter the CXC science proposal number. Use the full 8 digits.

- ***Applicant Tracking Number***

If your institution assigns an internal tracking number to their cost proposals, insert the number here. The applicant tracking number will appear on the award documents. If the proposing institution does not assign internal tracking numbers, enter N/A.

- ***Applicant Type***

Select applicant type using the "drop-down" box

- Educational - A university, two or four-year college (including US community colleges) accredited to confer degrees beyond that of the K-12 grade levels.
- HBCU - Historically Black Colleges and Universities.
- MI - Accredited Postsecondary Minority Institution.
- Non-Profit - A private or Government supported research laboratory, university consortium, museum, observatory, professional society, or similar organization that directly supports advanced research activities but whose principal charter is not for the training of students for academic degrees.
- FFRDC - Federally Funded Research and Development Center sponsored by a Federal Agency.
- NASA Center - NASA Field Center and the Jet Propulsion Laboratory.
- LB - Large Business.
- SB - Small Business.
- SDB - Small Disadvantaged Business.
- WOSB - Woman-Owned Small Business.
- Federal Agency.

- ***Proprietary Content***

If there is proprietary information contained in the budget, use the "drop-down" box to change to "Yes".

- ***Period-of-Performance***

The period-of-performance (POP) is 2 years. There are 2 exceptions. Projects that are considered "multi-cycle" may request a 3-year POP. Awards issued as transfers will be issued with a 1-year POP. Use the drop-down box to change the requested POP.

- ***EIN/TIN***

Employer Identification Number or Tax Identification Number of the proposing institution. Do not use the PI's TIN.

- ***CAGE Code***

Commercial and Government Entity (CAGE) Code of the Institute. A CAGE Code is a five (5) position code that identifies companies doing or wishing to do business with the Federal Government.

- ***Unique Entity Identifier [UEI]***

Proposers are required to provide their UEI.

- ***Legal Name of Institution***

Awards are issued to the Proposing Institution, not to the PI. Provide the name of the institution as it must appear on the award documents, i.e. The Regents of....., etc.

- ***Institution Administrative Contact Name***

Provide the name and title of the administrator at your institution who is the contact for the proposal. This person will be contacted should questions arise regarding the cost proposal.

- ***Administrative Contact Position Title***

Provide the position title, i.e., Contracting Officer, Grants Administrator, Director, etc.

- ***Administrative Mailing Address***

Provide the complete mailing address, including department, street address, P.O. Box, building name/number, city, state, and zip code.

- ***Administrative Telephone Number***

Provide the complete telephone number including area code and extension, if any, for the administrative contact above.

- ***Administrative E-mail Address***

Provide the e-mail address for the administrative contact above.

3. The last section of the form is the Institutional Endorsement. The authorizing institutional signature on the form certifies that the proposing institution endorses the proposal submission and has read and is in compliance with the required certifications.

- ***Name/Title, Authorized Signatory***

Print/type the name and title of the person that is signing the cost proposal cover page. This information must be legible.

- ***Date***

Insert the date the document is signed.

- ***Signature***

Signature of the authorized signatory.

Questions regarding cost proposals and the related forms should be directed to the Subawards Section:

Carol Dzengelewski at [cdzengelewski@cfa.harvard.edu](mailto:cdzengelewski@cfa.harvard.edu)

John Sloan, [jsloan@cfa.harvard.edu](mailto:jsloan@cfa.harvard.edu)