

Attachment B

**INSTRUCTIONS FOR COMPLETING FORM 3.81
INTERNAL PROCESSING FORM
APPLICATION FOR GRANT, CONTRACT, OR COOPERATIVE AGREEMENT**

Abbreviations:	ATA	Analysis and Testing Agreement
	C/G/A	Contract, Grant, or Agreement
	C/S/U	College, School, or Unit
	IDC	Indirect Cost
	IPF	Internal Processing Form
	MOA	Memorandum of Agreement
	OREED	Office of Research, Outreach, Extension & Economic Development
	OSP	Office of Sponsored Programs
	PCL	Proposal Criteria List
	RFP	Request for Proposal
	SFF	Split Funding Form
	UNC-GA	The University of North Carolina General Administration

1. **TYPE:** Mark as appropriate. Definitions are as follows:

New: A project never before submitted. This type of proposal is for first-time, original requests for funding. (If the proposal is a re-submission of a formally rejected proposal, it would be considered as NEW, because the former NEW proposal is considered VOID)

Revised: A request for budget changes and/or modification to the scope of work to a previously submitted proposal. If the of the proposal has changed from the original submission, please indicate the former title in addition to the new title.

Renewal: A new request for further funding and time of an established project that had been previously submitted for single year or multiple year funding and has been funded for the original request. (**Example:** original proposal submitted for the period 1/1/91 - 12/31/93, a renewal of the existing project is being proposed for the period 1/1/94 - 12/31/97)

Supplement: A request for additional funding and short time duration to an established project. This may extend the time past the original request, or it may be for a period within the existing funded period.

Continuation: A request for second, third, fourth, etc. year funding of an established project that had been previously submitted for multiple year funding.

Question 1. Enter the name of the primary C/S/U first (**Example:** Agriculture and Life Sciences, Engineering, etc.), or Administrative Unit (**Example:** Sea Grant, Provost's Office, etc.)

Enter the name of the primary investigator's department first, then list additional departments. The project will be reported in all departments listed on the monthly reports, and will add funding in the primary department, unless a SPLIT FUNDING FORM (SFF) is completed and submitted with the proposal package. If the SFF is submitted, the project will be reported in the PI order on the IPF for the percentages shown on the SFF.