The purpose of this document is to review PTF information, complete Conflict of Interest Form, and approve the PTF.

**Please note that the Proposal Transmittal Form needs to be accessed from an on-campus computer. If you are not using an on-campus computer, you must first connect to the Boston College Virtual Private Network. Instructions on using BC VPN can be found at the following link: https://www.bc.edu/offices/help/getstarted/network/vpn.html. Please proceed to step 1.**

1. Upon receipt of email notification please access the PTF via one of the following methods:
   a. If already logged into PeopleSoft Financials – Click on the blue hyperlink in the email notification.
   b. If not logged into PeopleSoft Financials, please use the following link to log in to PeopleSoft Financials: https://psfinawp.bc.edu/Finprd/signon.html. Please note that you must use your Agora credentials to log in. If you are having difficulty logging in, please try logging in using a different browser. If this does not work, please contact your OSP Pre-Award administrator.
2. Navigation: Grants > Proposal Form > Find an Existing Value

![Proposal Form]

3. Type in or Click
   a. Business Unit = “GRANT”
   b. Enter Proposal ID
   c. Click Search
4. Review Proposal Form details and click Next >

5. Enter Project Role

6. Select Department
7. Complete Conflict of Interest portion of the form by checking the appropriate boxes

Conflict of Interest:

1. Are you or any member of your immediate family (spouse or domestic partner and/or dependent children) an officer, director, partner, trustee, employee, advisory board member, or agent of (a) an external organization funding this Sponsored Project or (b) any external organization from which goods and services will be obtained under this Sponsored Project (including those to which you may be subcontracting a portion of the project work), (c) an external organization whose financial condition could benefit from the results of this Sponsored Project, or (d) any external organization having business dealings in an area related to the work under this Sponsored Project?

☐ Yes (if so, describe in detail the nature and extent of the association in the text box below).
☐ No

2. Publicly-Traded Entities:

Have you or any member of your immediate family derived income within the past year of $5,000 or more in a publicly traded entity, or in the past year have you or any member of your immediate family owned equity interests in a public traded interest, the fair market value of the equity being $5,000 or more?

☐ Yes (if so, do any of the following pertain, and if so, provide a full description):
☐ No

3. Non-Publicly Traded (i.e. Privately Held) Entities:

Have you or any member of your immediate family derived income within the past year of $5,000 or more in a non-publicly traded entity, or in the past year have you or any member of your immediate family owned any equity interests in a non-publicly traded entity?

☐ Yes (if so, do any of the following pertain, and if so, provide a full description):
☐ No

4. Reimbursed or Sponsored Travel:

In the past twelve months, did you engage in any travel the costs for which were reimbursed to you or paid for you by an external entity. You do NOT have to disclose such travel from the following types of entities: a federal, state, or local government agency, an institution of higher, an academic teaching hospital, a medical center, or a research institute that is affiliated with an institution of higher education.

☐ Yes (if so, disclose the name of the external entity, the time of the travel, the purpose of the travel, and the amount reimbursed or sponsored).
☐ No

8. Complete Conflict of Commitment portion of the form by checking the appropriate boxes

Conflict of Commitment:

1. Are you employed by or do you have any personal business affiliation with an external organization whose interests are related to this project?

☐ Yes (if so, describe an attached page the name of the external organization, the time commitment of the employment or personal business affiliation, the nature of the business relationship, and the amount of compensation you derive from such employment or personal business affiliation).
☐ No

2. Do you have a personal business affiliation the scope of which covers identical or similar work that will be funded by a sponsored agreement to the university?

☐ Yes (if so, describe an attached page the name of the external organization, the nature of the affiliation, the amount of time you dedicate or will dedicate to it, and the amount of compensation you derive from such employment or personal business affiliation).
☐ No

3. Have you involved or will you involve any student to assist you in the work covered by a personal business affiliation with an external organization?

☐ Yes
☐ No

4. Will any university resources, including facilities, personnel, equipment, or confidential information be used in an employment or personal business affiliation with an external organization identified in response to Question 1 above?

☐ Yes
☐ No

5. Does this project involve research with human participants?

☐ Yes
☐ No

Certification: I have read and understand the Addendum to the Boston College Conflict of Interest and Commitment Policy Pertaining to Sponsored Projects. I agree to submit a revised disclosure in the event that conditions change which would revise my response to any of the questions above.

☐ Agree

Date: 02/10/2014
Name: Comvalius-Goodard, Sharon

9. Check the I agree box and click save
10. Click

11. Select or Click
   a. Select Empl ID
   b. Click Send COI Emails. Email will be sent to selected individuals with instructions on how to locate and complete the COI.
   c. Click Next
12. Review budget details and click ‘Next’

13. Review Certifications and click ‘Next’
14. Review Attachments and click

15. Scroll to bottom of page

16. Select Approve if no changes are necessary. This will forward the PTF to the next approver in the workflow.

17. Select Deny if changes are necessary. This will send the PTF back to the Originator for modifications. The comment field is available to communicate detailed instructions to the Originator.