

Guidelines for Completing and Routing the Electronic Authorization to Seek Off-Campus Funding Form (ePA-005)

Introduction and Purpose

OSU's Office of Sponsored Programs (OSP) requires that all principal investigators (PIs) complete an Authorization to Seek Off-Campus Funding form known as the ePA-005. The ePA-005 form is the university's electronic pre-approval interface used by investigators who are submitting proposals to external sponsors. A fully approved ePA-005 must be completed prior to OSP's approval and submission to the sponsor.

The ePA-005 application allows online creation and signature of the PA-005 form.

The form serves multiple 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
2. Authorizes OSP to move forward and submit the proposal to an external sponsor
3. In the event of an award, it enables OSP to set up an award in Workday/PI Portal

The form documents the following:

1. Cost sharing or matching funds commitments from the college and department
2. Cost sharing or matching funds commitments from third party sources
3. Commitment from the chairperson and college regarding additional space, if needed

A fully signed form must be available to the Office of Sponsored Programs before a proposal is submitted to an external sponsor. (Pre-proposals do require need an ePA-005)

PIs proposing projects that will be implemented as part the College of Food, Agricultural, and Environmental Sciences (CFAES) often must consider multiple project locations and split appointments, Discovery Theme Initiative faculty members and their award and expenditure allocation requirements.

ePA-005 Guidance:

Follow this link for additional ePA-005 resources for completion of the form.

<https://research.cfaes.ohio-state.edu/grants/proposal-development/epa-005-guidance>