

# IOWA STATE UNIVERSITY

## Office of Innovation Commercialization

### Tips for Marking Proposals Proprietary – February 16, 2023 Grant Coordinator Meeting

- If a research proposal contains proprietary information, it should be properly marked in at the time the proposal is submitted. The SF-424 documents has a place to indicate that proprietary information is included in the Research & Related Other Project Information form.

**RESEARCH & RELATED Other Project Information**

OMB Number: 4040-0001  
Expiration Date: 12/31/2022

1. Are Human Subjects Involved?  Yes  No

1.a. If YES to Human Subjects

Is the Project Exempt from Federal regulations?  Yes  No

If yes, check appropriate exemption number.  1  2  3  4  5  6  7  8

If no, is the IRB review Pending?  Yes  No

IRB Approval Date:

Human Subject Assurance Number:

2. Are Vertebrate Animals Used?  Yes  No

2.a. If YES to Vertebrate Animals

Is the IACUC review Pending?  Yes  No

IACUC Approval Date:

Animal Welfare Assurance Number:

3. Is proprietary/privileged information included in the application?  Yes  No

4.a. Does this Project Have an Actual or Potential Impact - positive or negative - on the environment?  Yes  No

- The FOA or solicitation will include additional recommended statements that should be included on subsequent pages that contain proprietary information.
- IT IS NOT APPROPRIATE TO MARK AN ENTIRE PROPOSAL PROPRIETARY.
- Myths abound that marking a proposal proprietary reduce chances of a proposal being funded. These myths are false.
- The benefit of marking a proposal proprietary are ensure the information is treated as confidential and that no bar dates are prematurely created if the narrative includes data that may disclose information about a patentable invention.
- The Department of Energy has brief video tutorials with recommendations on marking proposals proprietary available at: <https://science.osti.gov/SBIRLearning/FAQs/Tutorial-34>
- For additional information contact your Grant Coordinator or OIC at 515-294-4740, industry-contracts.edu