

Date Rec'd \_\_\_\_\_



## PROPOSAL ROUTING FORM

### Principal Investigator

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Department: \_\_\_\_\_ Email: \_\_\_\_\_

### Proposal Information

Sponsor: \_\_\_\_\_ Primary Funding Source: \_\_\_\_\_  
(If Federal Sponsor, CFDA # \_\_\_\_\_) (If other than Sponsor)

Sponsor Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_ Electronic Submission:  Yes  No

Website for RFP or Announcement: \_\_\_\_\_

Proposal Title: \_\_\_\_\_

Proposal Type:  New  Continuation/Supplement  
Activity Type:  Research  Instruction  Equipment  Other \_\_\_\_\_  
Funding Source:  Federal  State  Foundation  Industrial  University

### Pre-Proposal Approvals

<b>Course Release Time:</b>	<b>Cost Sharing:</b>	<b>Facilities and Administrative Costs:</b>
<input type="checkbox"/> Yes	<input type="checkbox"/> None	<input type="checkbox"/> Research (40.3% Salary & Wages)
<input type="checkbox"/> No	<input type="checkbox"/> Mandatory \$ _____	<input type="checkbox"/> Other: _____ IDC Loss
		<input type="checkbox"/> None

Please submit documentation from sponsor if F&A costs are other than federally-negotiated rate.

Dean/Provost's approval to pursue project

\_\_\_\_\_  
Dean/Provost

### Proposal Budget Summary

#### Period of Performance:

Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

#### Total Sponsor Support:

Direct Costs: \$ \_\_\_\_\_  
F&A Costs: \$ \_\_\_\_\_  
Total: \$ \_\_\_\_\_

## Institutional Review and Checklist

### Research Compliance:

- |  |                    |         |                            |
|--|--------------------|---------|----------------------------|
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Human Subjects     | If Yes, | Approval Date: ___/___/___ |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Vertebrate Animals | If Yes, | Approval Date: ___/___/___ |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Biohazards         |         |                            |

### Export Control:

- |  |   |
|--|---|
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Will project require collaboration with any foreign organization?                 |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Will project involve shipment of materials, equipment, or software outside US?    |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Will project require use of another party's proprietary information or materials? |

### Principal Investigator Certifications, Assurances and Disclosures:

- |  |   |
|--|---|
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Debarred or suspended from Federal funding? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Delinquent on any Federal debt?             |

### Conflict of Interest:

- |  |   |
|--|---|
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Does the PI have a significant financial interest in the Sponsor/Agency that could possibly affect or be perceived to affect the results of the research, educational or service activities proposed? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Is this proposal being submitted to a company in which one or more of the researchers has an administrative or scientific role in the company (paid or unpaid)?<br>If yes, who? _____                 |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Does the PI have, or plan to have, a financial relationship with the Sponsor/Agency distinct from the one proposed in this application?   |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Does this proposal present an apparent, actual or potential conflict of interest as described in the University's Conflict of Interest policy?  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Have all required Conflict of Interest disclosures been submitted and/or updated with the Office of Grants and Contracts and approved by the appropriate University officials?                        |

## Certifications

The information contained on this form and corresponding proposal is accurate and complete.

\_\_\_\_\_  
Principal Investigator Date

The budget is in proper form and complies with University policies and agency guidelines

\_\_\_\_\_  
Sponsored Programs Date

The project's activities and purpose are consistent with the mission of the University and Academic unit

\_\_\_\_\_  
Dean / Provost Date

The proposal meets the requirements and standards of the University for submission

\_\_\_\_\_  
VP for Finance and Administration Date

### **Instructions for completing Proposal Routing Form**

1. Complete Principal Investigator and Proposal Information sections.
2. Meet with Dean to discuss project, pre-proposal approval issues, and receive approval to proceed with application.
3. Budget issues should be discussed/reviewed with the Office of Sponsored Programs.
4. PI completes Routing Form and signs.
5. Completed proposal application and Routing Form should be provided to the Office of Sponsored Programs and Grants Administration five business days before the application due at agency.
6. The Director of Sponsored Programs will review, sign, and obtain the signatures of the Dean, Provost, VP.
7. Original application and copy of Routing Form with approvals will be returned to PI for mailing. Routing Form is for PI records and should not be sent to agency with proposal.

Questions regarding the completion of this form should be directed to Steven Moore, Director of Sponsored Research, at x8687, or Katie Millsom, Associate Controller, at x8146.