

Sponsored Projects Office

Proposal Routing Form



Date:

Principal Investigator

Name:

Phone:

Department:

Email:

*Fields highlighted in **RED** are required.*

Proposal Information

Funder:

Secondary funder:
(if there is one)

Submission deadline:

CFDA number
(Federal proposals)

RFP web address:

Proposal title:

Proposal type:

Activity type:

Funding source:

Responsibility:

Course Releases, Cost Sharing, and Indirect Costs:

Course release(s) requested? Yes No

If applicable, describe the
course release request(s).

Cost sharing: Amount:

Indirect costs: % (if Other):

The Dean/Provost and CFO signatures on this form indicate approval of course release time, cost sharing, and indirect cost specifications in this proposal.

Project Period

Project start date:

Project end date:

Total Support from Funder

Direct costs:

Indirect costs:

Total:

Total is calculated automatically.

Institutional Review and Checklist

Compliance Approvals Required by the Project

Human Subjects

Compliance Approval Notes:

Vertebrate Animals

Biohazards

Export Control (Check all that apply):

Collaboration with any foreign organization.

Shipment of materials, equipment, or software outside of the United States.

Use of another party's proprietary information or materials.

Principal Investigator Certifications, Assurances and Disclosures (Check all that apply):

Debarred or suspended from federal funding

Delinquent on any federal debt

Conflict of Interest (Check all that apply):

PI has 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?

The proposal is 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)?

If yes, name the person(s):

The PI has, or plans to have, a financial relationship with the Funder/Agency distinct from the one proposed in this application.

The proposal presents an apparent, actual or potential conflict of interest as described in the University's Conflict of Interest policy.

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.

Equitable Access to Publications and Data (Federal Proposals)

In accordance with federal policy, the PI agrees to make publications and their supporting data resulting from federally funded research publicly accessible without an embargo on their free and public release.

The PI will meet with a representative of Armacost Library to arrange publicly accessible sharing of publications and data resulting from federally funded research.

Certifications

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

This form has been reviewed and approved for routing by the Sponsored Programs Office.

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

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

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