

ROGERS STATE UNIVERSITY

EXTERNAL FUNDING/GRANT ROUTING SHEET

Principle Investigator: _____

Date

Academic Rank of Applicant: _____

Principal Investigator Contact Information: _____

(phone)

(e-mail)

Proposal Summary

Sponsor (Funding Agency): _____

Specific Program to which you are applying (RFP) _____

Required or Anticipated deadline for submission _____

Proposal Title _____

Project Period Start _____ Project Period End _____

Web Address for Guidelines _____

Method of Delivery _____

Does your project include?

Technology requests Yes ___ No ___

Human Subjects* Yes ___ No ___

If Yes - please circle whether **Pending/Not Applied For/Approved** Date (If Approved) _____

Vertebrate Animals* Yes ___ No ___

If Yes - please circle whether **Pending/Not Applied For/Approved** Date (If Approved) _____

Biohazards/Select Agents or Toxins* Yes ___ No ___

If Yes - please circle whether **Pending/Not Applied For/Approved** Date (If Approved) _____

*If the project will involve compliance issues such as Recombinant DNA & Biohazard Safety, Human Subjects research, or Animal research, the PI may need to obtain approval letters from appropriate departments prior to the routing and/or submission of the proposal.

Budget Information:

Maximum Request Allowed: _____

Does sponsor require cost sharing: Yes _____ No _____

If "yes," percentage required:

Facilities & Administrative Information (Formerly Indirect Costs - IDC)

Does sponsor limit recovery of IDC: Yes _____ No _____

If "yes," percent allowed is _____%

Rate is _____%

Review Routing

No grants should be submitted from the campus prior to review from the following offices: (Please keep routing sheet with grant materials for routing.)

- 1) Office of the Dean (1st step: approval for any release time, unit resources, etc)
- 2) Center for Teaching and Learning (2nd step: receipt of DUNS number ; review on guidelines and format and setup of FastLane.gov accounts, etc)
 - a) Consult with Chief Technology Officer concerning technology needs if appropriate
 - b) Consult with appropriate committees on compliance issues as necessary, i.e. Recombinant DNA & Biohazard Safety, Human Subjects research, or Animal research.
- 3) Office of Business Affairs--(3rd step: review of indirect cost %, budget and/or match amounts)
- 4) Office of Academic Affairs (4th step: review of grant in totality to the institution, allocation of institutional resources, facilities, time and/or dollars)
- 5) Institutional approval (signature by the President or authorized representative) must be obtained before the proposal can be submitted on behalf of the university.

The school dean acknowledges that he/she has reviewed the project being submitted and agrees to approve use of department facilities and can respectively confirm that the budget and academic unit and college requirements are satisfied.

Dean Date

Center for Teaching and Learning Review Date

Office of Business Affairs Review Date

Office of Academic Affairs Review Date

*Academic Computing Services Review (if appropriate) Date

President Date