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.

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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 __________