



R&ED Proposal No.: _____

Directions: Attach this Routing Sheet to your original proposal and fill in as much information as you can. Sign this sheet and have your Department Chair sign it. Then send the proposal to **Sponsored Projects Administration Office (Wells Hall)**. The offices listed at the bottom of this sheet will review the proposal and sign to indicate approval. The R&ED Database Administrator will photocopy your proposal and then return the original to you. **Your proposal cannot be submitted until the routing process is complete.**

Brief title of proposal:

Agency to which proposal will be submitted:

Submission to the following Federal Agency required:

☐ NSF ☐ DOE ☐ Grants.gov ☐ NSPIRES (NASA) ☐ OTHER, will be submitted by the PI Due Date:

Type of Proposal:

☐ NEW ☐ RENEWAL ☐ REVISED BUDGET ☐ Cost Reimbursement ☐ Fixed Price (Budget justification is not required)

Proposed start date of project:

End date:

Principal Investigator(s):

Dept:

Phone:

Email:

TOTAL FUNDING REQUESTED IN THIS PROPOSAL:

Total Direct Costs: \$ _____

Total Indirect Costs: \$ _____

Total Overall Cost & Fee: \$ _____

Indirect Cost Rate used: _____

Indirect Cost Rate Entitled: _____

STUDENT SUPPORT REQUESTED IN THIS PROPOSAL:

Undergraduate: \$ _____

Graduate: \$ _____

Total Student Support: \$ _____

Does Agency require Overhead to be waived? ☐ NO ☐ YES -- Please attach copy of requirement by Agency

Does Agency require Cost-Sharing?

☐ NO ☐ YES -- Percentage Required:

Are Cost-Sharing/Matching Funds included in this proposal?

☐ NO ☐ YES -- Please provide the following information:

Amt. Of Cost Sharing:

Source:

NM Tech Acct. Number:

Approval (**Required before Routing!**):

HUMAN SUBJECTS / ANIMAL RESEARCH: ALL projects involving human or animal subjects must be reviewed and approved by Tech's IRB or IACUC before research can begin.

This project WILL involve: ☐ HUMAN SUBJECTS ☐ ANIMALS

Have all research staff (including the PI) completed the required training course? ☐ NO ☐ YES

Principal Investigator:

Date:

Department Chair or Supervisor:

Date:

Sponsored Projects Administration:

Date:

VP for Academic Affairs:

Date

VP for Research & Economic Development:

Date

VP for Administration & Finance:

Date

President:

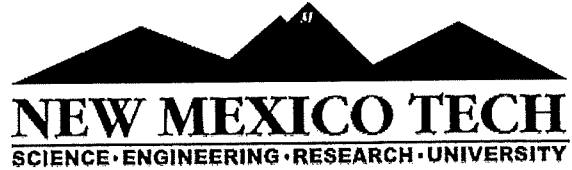
Date:

Research Service Specialist:

Date:

COMMENTS (Please attach another sheet if you need more space):

**EXPORT CONTROL
EXCLUSION SCREENING FORM**



Principal Investigator (PI): Answer the following questions and return to the Contract and Grant Administrator (CGA) working on your proposal/grant/contract/agreement.

** THIRD PAGE PROVIDED FOR REQUESTED OR ADDITIONAL INFORMATION.*

Proposal Title: _____

PI: _____ Funding Agency/Institution: _____

Proposal Number: _____ Previous # (if continuation): _____ Est. Start Date: _____

Fundamental Research Exclusion	Yes	No	Unkno wn
Will the information be published and shared broadly in the scientific community?			
Are there any proprietary <i>or</i> U.S. government publication <i>or</i> access dissemination restrictions in the contract?			
Are there any restrictions on foreign national participation <i>or</i> requirements for U.S. citizens only in the contract?			
Will there be any foreign nationals and/or persons holding dual citizenship involved with the project? <i>* Provide the name and nationality of each individual if known <u>or</u> when available.</i>			
Is any of the project equipment export controlled? (If new, describe on page 3)			
Is any portion of the project being conducted at a site other than NMT? (SubAwardees, Collaborators, Consultants, Other [select one]). <i>* If "Yes," Where? _____</i>			
Will items and/or materials be shipped outside the United States? <i>*If "Yes," What? Where? and To Whom? _____</i>			
Is travel outside the US anticipated? <i>* If "Yes," Where? _____</i>			
Educational Information Exclusion			
Is the information commonly taught at schools and universities? (Please see Export Control Exclusion Screening Tip Sheet for more information.)			
Are courses about this information listed in published course catalogs?			
Other Terms Mentioned or Discussed Within the Project Documentation If "Yes" is indicated, please include a brief description.			
Encryption Software? <i>* If yes, fill out the "<u>Checklist for Encryption Software...</u>" form from the export control office</i>			
Select Agents? <i>*If "Yes," What is it? _____</i>			
Trade Secrets?			
Sanctioned or Embargoed countries? <i>*If "Yes," Name? _____</i>			
ITAR (International Traffic in Arms Regulation) or Munitions List? <i>*If</i>			

The above determination is made in good faith based on the most accurate and reliable information available as of the date indicated above.

"Yes," # _____			
EAR (Export Administration Regulations) or Export Control? *If "Yes," # _____			

*****IMPORTANT NOTICE TO PI*****
Consequence of Non-Compliance
Failure to comply with US export control laws can result in severe penalties *to the individual* that can include the following: Civil penalties up to \$500,000 for each violation; Criminal penalties can be applied up to \$1,000,000 each violation; and/or Imprisonment for up to 10 years.

PI Signature: _____ Date: _____

Print PI Name: _____ Phone/Email: _____

Received By (Pre Award CGA): _____ Date: _____

For Internal Office Use Only:

Reviewer: _____

Date: _____

The above determination is made in good faith based on the most accurate and reliable information available as of the date indicated above.

ADDITIONAL INFORMATION

The above determination is made in good faith based on the most accurate and reliable information available as of the date indicated above.

**SUMMARY
PROPOSAL BUDGET**

Year 1

FOR NSF USE ONLY					
ORGANIZATION			PROPOSAL NO.	DURATION (MONTHS)	
				PROPOSED	GRANTED
PRINCIPAL INVESTIGATOR/PROJECT DIRECTOR			AWARD NO.		
A. SENIOR PERSONNEL: PI/PD, Co-PI'S, Faculty and Other Senior Associates (List each separately with title, A.7. show number in brackets)			NSF-Funded Person-months		Funds
					Funds
			CAL	ACAD	SUMR
1. Salary: \$ -					\$ -
2. Salary: \$ -					\$ -
3. Salary: \$ -					\$ -
4. Salary: \$ -					\$ -
5. Salary: \$ -					\$ -
6. () OTHERS (LIST INDIVIDUALLY ON BUDGET JUSTIFICATION PAGE)					\$ -
7. () TOTAL SENIOR PERSONNEL (1-6)					\$ -
B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS)					
1. () POST DOCTORAL ASSOCIATES Salary: \$ -					\$ -
2. () OTHER PROFESSIONALS (TECHNICIAN, PROGRAMMER, ETC.)					\$ -
3. () GRADUATE STUDENTS					\$ -
4. () UNDERGRADUATE STUDENTS					\$ -
5. () SECRETARIAL - CLERICAL (IF CHARGED DIRECTLY)					\$ -
6. () OTHER					\$ -
TOTAL SALARIES AND WAGES (A+B)					\$ -
C. FRINGE BENEFITS (IF CHARGED AS DIRECT COSTS)					\$ -
TOTAL SALARIES, WAGES AND FRINGE BENEFITS (A+B+C)					\$ -
D. EQUIPMENT (LIST ITEM AND DOLLAR AMOUNT FOR EACH ITEM EXCEEDING \$5,000)					
TOTAL EQUIPMENT					\$ -
E. TRAVEL 1. DOMESTIC (INCL. CANADA, MEXICO AND U.S. POSSESSIONS)					\$ -
2. FOREIGN					\$ -
F. PARTICIPANT SUPPORT COSTS					
1. STIPENDS					
2. TRAVEL					
3. SUBSISTENCE					
4. OTHER					
() TOTAL PARTICIPANT SUPPORT COSTS					\$ -
G. OTHER DIRECT COSTS					
1. MATERIALS AND SUPPLIES					\$ -
2. PUBLICATION COSTS/DOCUMENTATION/DISSEMINATION					\$ -
3. CONSULTANT SERVICES					\$ -
4. COMPUTER SERVICES					\$ -
5. SUBAWARDS Number of subawardees:					\$ -
6. OTHER Tuition Rates					\$ -
TOTAL OTHER DIRECT COSTS					\$ -
H. TOTAL DIRECT COSTS (A THROUGH G)					\$ -
I. INDIRECT COSTS (F&A) (SPECIFY RATE AND BASE)					
off campus Base = \$ -					
on campus 0.552 Base = \$ -					
TOTAL INDIRECT COSTS (F&A)					\$ -
J. TOTAL DIRECT AND INDIRECT COSTS (H+I)					\$ -
K. RESIDUAL FUNDS (IF FOR FURTHER SUPPORT OF CURRENT PROJECT SEE GPG II.D.7.J.)					
L. AMOUNT OF THIS REQUEST (J) OR (J MINUS K)					\$ -
M. COST-SHARING: PROPOSED LEVEL \$			AGREED LEVEL IF DIFFERENT \$		
PI/PD TYPED NAME & SIGNATURE*			DATE	FOR NSF USE ONLY	
				INDIRECT COST RATE VERIFICATION	
ORG. REP. TYPED NAME & SIGNATURE*			DATE	Date Checked	Date of Rate Sheet
					Initials-ORG

[Sample] Budget Justification

Salaries and Wages: PI X, principle investigator (PI) will devote two person-months to each year of the project. The PI has overall responsibility for the proposed project, including the design and conduct of experiments, analysis of data, preparation of manuscripts, and presentations. [Monthly salary amounts are available from Academic Affairs, Sponsored Projects, or Payroll.]

Co-PI Y will devote two person-months to the project in Year 3. He will assist PI X in all activities, and will personally conduct all experiments described in Objective 2.

Other Personnel: Much of the funding requested in this proposal is for graduate student salary, with individual(s) to be determined. The PI requests 12 months of funding for a graduate research assistant for YR1 and YR2, and 9 months for YR3. Alternatively, support could be split between two M.S. students or devoted to one Ph.D. student.

The budget also includes wages for several undergraduate students (~70 hours per semester at \$15 per hour). The undergraduate research assistants will help each year with sample preparation and data reduction. Their work will be coordinated with graduate-student mentors, and they will be expected to complete Senior Theses using manageable subsets of the resulting data.

Employee Benefits: Fringe benefit rates used for proposal purposes represent an average at a given point in time considered sufficient for estimation purposes. Fringe benefits include such items as NMT's share of retirement, FICA and Medicare, health and life insurance, and worker's compensation. NMT uses ACTUAL payroll expenses including fringe benefits for the purpose of expending to awarded contracts. [Recommended fringe benefit estimates for proposals can be found at <http://www.nmt.edu/research-policies-a-forms-research-and-econ-dev.>]

Travel: Funds are requested for the PI and one graduate student to attend the International Neuroscience Symposium in Geneva, Switzerland. Both are expected to present papers on the project at this meeting. Funds are also requested for the Co-PI and two undergraduate students to travel to Ann Arbor, Michigan to meet with collaborators twice a year during the first year of the project, and for the PI and one or two graduate students to travel meet with collaborators twice a year during the second and third years. These meetings involve discussing future goals and objectives, assigning specific research experiments for the next period, and sharing the accomplishments of the past periods. Travel is being proposed at Federal rates.

[Domestic and foreign travel should be shown separately. List the names of the travelers, the destinations, and the purpose of the trips. Include transportation costs, registration fees, accommodation fees, and other estimated related expenses. If travel is being proposed at Federal rates (Federal Travel Regulations) as opposed to NMT rates, explicitly state that in the budget justification.]

Other Direct Costs:

Materials and Supplies: Estimates for glassware, chemicals, and other expendable materials are based on average actual monthly expenditures of this laboratory. A significant annual increase has been included for the cost of liquid nitrogen based on estimates of price increases from our supplier.

[For expendable items with a useful life of fewer than two years or cost of under \$5,000 per item. Include a description of the category (e.g. glassware, chemicals) and a best estimate of cost. Analytical costs can be listed here as well (e.g. electron microprobe 60 hrs. @ \$30/hr., focused ion beam analysis 40 hrs. @ \$110/hr., sample prep supplies, software.)]

Publication Costs: A total of \$1,000 is included for journal page charges.
[The budget should break out each particular type of charge.]

Computer Services: The PI requests \$1,000/year for computer services. Support for system upgrades, system backups, email and web support, and hardware and software assistance from NMT's Information Services Department are billed at a rate of \$50.00 per hour.

Indirect Costs: The FY 2015/2016 overhead rates negotiated with and approved by the Office of Naval Research in accordance with 2 CFR 200 is 55.2% for on-campus research on a Modified Total Direct Cost basis that excludes capital equipment, participant support cost, and that portion of sub-award agreements over \$25,000. The FY 2015/2016 rate is also used in budgeting subsequent years.

Please check with a Sponsored Projects research accountant

If you need to know monthly salaries and actual fringe benefit rates,

If you are hiring a post-doc,

If you anticipate the purchase of equipment (an article of non-expendable tangible personal property that has an acquisition cost that equals or exceeds \$5,000),

If you intend to fabricate equipment,

If you are proposing participant support (stipends, travel, subsistence) for non-NMT participants,

If you are proposing subawards (to others making an intellectual contribution to the award, who may be included as authors on publications, and who are subject to the same compliance requirements as NMT),

If you need to know the correct current overhead rates,

If you are required to provide cost sharing or matching funds,

If you have ANY questions or concerns about budgeting.