

**Research Proposal No:****Date Due to Agency:****If time due is earlier then 5:00 indicate:**

**Directions:** This Routing Sheet must be completely signed before your proposal is submitted. Email the routing sheet to Sponsored Projects Administration along with your budget, budget justification, draft proposal, and any documentation of F&A limitation or cost share requirement. Compliance questions are submitted through Smartsheet – see below. The individuals listed at the bottom of this sheet will review and sign electronically to indicate approval. **Your proposal cannot be submitted until the routing process is complete.**

**Title of proposal:****Agency submitted to:****RFP #:****Electronic submission required by the following:**☐ grants.gov ☐ research.gov (NSF) ☐ NSPRIES (NASA) ☐ ASSIST (NIH) ☐ Submitted by PI**Type of proposal:**☐ New ☐ Renewal/supplement ☐ Revised budget ☐ Cost Reimbursement ☐ Fixed**Proposed state date:****Proposed end date:**

PI:

Dept:

Email:

Co-PI:

Dept:

Co-PI:

Dept:

Co-PI:

Dept:

Co-PI:

Dept:

**TOTAL FUNDING REQUESTED IN THIS PROPOSAL****STUDENT SUPPORT REQUESTED IN THIS PROPOSAL**

Total Direct Costs:

Total Indirect Costs:

Total Overall Cost:

Indirect Cost Rate Used:

Indirect Cost Rate Allowed:

Undergraduate:

Graduate:

Total Student Support:

Does the Agency require indirect Costs to be reduced or waived? ☐ NO ☐ YES – Please attach copy of requirementDoes the Agency require cost-sharing? ☐ NO ☐ YES – Please attach copy of requirement

Amount of cost share

Source of cost share

NMT Account Number

Signature

This project WILL involve:

☐ Human Subjects☐ Animals

Is this an NSF collaborative proposal?

☐ NO☐ YES – if yes – who is the lead?

I understand that I must complete compliance checks prior to routing this form.

Complete at: <https://app.smartsheet.com/b/form/8bd0b10c4ee94ee78d79dbec81fe9976>

Research Compliance Completed:

☐ YES

Principal Investigator:

Date:

Department Chair or Supervisor:

Date:

Sponsored Projects Administration:

Date:

VP for Research and Economic Development:

Date:

VP for Administration and Finance:

Date: