



R&ED Proposal Database Number:
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 **Restricted Funds Accounting (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:

ONLINE Submission to the following Federal Agency required:
 NSF DOE Grants.gov NSPIRES (NASA) OTHER:

Type of Proposal:
 NEW RENEWAL REVISED BUDGET STIMULUS / ARRA money

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: \$ _____
 Indirect Cost Rate used: _____
 Entitled Overhead Rate: _____

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!): _____ _____ _____
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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:
Restricted Funds Accounting:	Date:
VP for Academic Affairs:	Date:
VP for Research & Economic Development:	Date:
VP for Administration & Finance:	Date:
President:	Date:
R&ED Database Admin:	Date:

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