



Research Proposal No:

Date Due to Agency:

Time Due to Agency (i.e. 5 pm):

Directions: This Routing Sheet must be completely signed before your proposal is submitted. Email the routing sheet to proposals@nmt.edu 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 start date:

Proposed end date:

PI:		Dept:		Email:	
Co-PI:		Dept:		Co-PI:	
Co-PI:		Dept:		Co-PI:	

Is this a collaborative proposal? ☐ NO ☐ YES – if yes – who is the lead?

TOTAL FUNDING REQUESTED IN THIS PROPOSAL

STUDENT SUPPORT REQUESTED IN THIS PROPOSAL

Total Direct Costs:			
Total Indirect Costs:		Undergraduate:	
Total Overall Cost:		Graduate:	
Indirect Cost Rate Used:		Total Student Support:	
Indirect Cost Rate Allowed:			

Does the Agency require indirect Costs to be reduced or waived? ☐ NO ☐ YES – Attach copy of requirement

Does the Agency require cost-sharing? ☐ NO ☐ YES – Attach copy of requirement

Has the cost share been approved by VPAA and VPR? ☐ NO ☐ YES – if yes – Attach documentation

Amount of cost share	Source of cost share	NMT Account Number	Signature

Are you applying for TEF funding ☐ NO ☐ YES – if yes – Attach documentation

Are you applying for NM Match funding ☐ NO ☐ YES – if yes – Attach documentation

Do you require additional resources from the department or research center for the proposed research?

☐ NO ☐ YES – if yes – what do you need?

Do you require course buy-out if the research is funded?

☐ NO ☐ YES – if yes – has this been discussed with the department Chair?

This project WILL involve: ☐ Human Subjects ☐ Animals

I understand that I must complete compliance checks prior to proposal submission. Complete the Compliance Smartsheet at: <https://app.smartsheet.com/b/form/8bd0b10c4ee94ee78d79dbec81fe9976>

Research Compliance Smartsheet Completed: ☐ YES

Principal Investigator:		Date:	
Department Chair or Supervisor:		Date:	
Sponsored Projects:		Date:	
VP for Research:		Date:	
VP for Administration and Finance:		Date:	