New Mexico Tech
Proposal Routing Sheet

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

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/783d3c12712d428eb1a7e937c448e148

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:	

REVISED: November 2025