

CSU-Pueblo GRANTS/SPONSORED RESEARCH ROUTING SHEET

Proposal Initiator(s): _____ Phone: _____
_____ Phone: _____
Department(s) : _____
Funding Agency: _____
Program Title: _____
Proposal Title: _____

PROPOSAL DEADLINE

Proposal must be: (Underline each)

E-Submitted **or** Mailed

Received **or** Postmarked

By (date) _____

CFDA#: _____

1. Please consult with the Office of Research and Sponsored Programs (ORSP, x2313/2559) in preparing your proposal and completing this form. The ORSP is prepared to assist you in all phases of pre-award proposal preparation and post-award activities. Notify the ORSP as soon as you have plans to submit a proposal.

2. **Submit a completed copy of the proposal (include budget pages, justifications) and the routing sheet to the Office of Research & Sponsored Programs at least one week prior to the grant due date to obtain the required institutional review and signatures.** Departments & Colleges may have earlier dates.

3. **Attach a brief summary** of the project purpose, goals and benefits to the department, university, & students, along with the budget and budget justification.

4. **Complete the following checklist identifying the institutional responsibilities.**

If you answer "Yes" to any of the following, provide a brief explanation.

a. ☐ Yes ☐ No Will any match money or in-kind money be required from CSU-Pueblo?

Matching Funds: Amount _____ Source(s) - (account #'s) _____

In-Kind Commitments (and sources): _____

b. ☐ Yes ☐ No Will CSU-Pueblo receive any indirect costs; F&A? This is **required**, if the grant allows it.

c. ☐ Yes ☐ No Are there any other commitments, either direct or implied? (e.g. time, pre-award expenses, post-award continuation expenses, faculty release time, technology support, etc.) **Explain**.

d. ☐ Yes ☐ No Will additional space or other university resources be required to perform the proposed work? (i.e. technology/construction). **Explain**. Please contact the Space Utilization Committee or Residential Life/Housing for space and housing approval. Attach approval letter.

e. ☐ Yes ☐ No Does the project require review by an institutional Review Board? **Which board has approved?** (Animal Care and Use Committee, Biosafety Committee, Human Subjects Committee) Attach approval letter.

f. ☐ Yes ☐ No Will any part of this project be sub-contracted? **Explain**.

Category - Please check appropriate box(es):

Is CSU-Pueblo acting as: ☐ Fiscal Agent ☐ Lead Agent ☐ Partner Institution?

Type of proposal: ☐ Research ☐ Instruction ☐ Public Service ☐ Academic Support ☐ Student Services
☐ Institutional Support ☐ Plant/Operations/Maintenance ☐ Scholarship/Fellowship ☐ Construction/Renovation

Award Notification Date: _____ Project Begins: _____ Project Ends: _____

Total Request: _____ Direct Costs: _____ Indirect Costs (F&A): _____

Total Project Cost: _____

Comments: _____

INSTITUTIONAL APPROVAL SIGNATURES (*in sequence*)

Date

Department Chair(s)

Dean(s) of PI's College

Director of ORSP

Chief Information Officer

Grants Accountant

Controller

Provost
