How to prepare the ISU Routing Form for Proposals and Contracts

1 **Basic Project Information**

The first section should include the **Project's Title** the way it will appear on the proposal application.

The **Funding Agency** is the organization that a grant award will be received from.
In the case of a direct award it will be the name of the state/federal agency, foundation, or company. In the case of a subaward, it will be the name of the institution or company receiving the primary award, who will then grant ISU a subaward.

The **Agency Contact** is the person OSP may contact if there are any questions regarding proposal guidelines and/or submission requirements.

The **Project Period** should cover the full period from when the funded project activities will start to when activities will end.

2 **Project Team**

This section pertains to only faculty and staff at ISU, even if there are collaborators at other institutions. The Project Director/ Project Investigator (PD/PI) is the person who will be the primary contact on the project. This is from both ISU's and the funding agency's perspective. The PD/PI will be fiscally responsible for award funds, and will work closely with the Office of Contracts and Grants (OCG) to set-up, maintain, and report on grant funds. The PD/PI is also the person responsible for the completion and submission of all project reports during the life of the project.

In the case of a subaward, the PI/PD is the lead contact person at ISU, even though his/her role in the primary project may be that of a Co-PI or Senior Personnel.

If there are more than four Co-PIs simply list their names and contact information on a blank sheet of paper and attach it to the Routing Form.

3 ⮞ Project Compliance Certifications

If there are any compliance issues connected with the proposed project it is important that OSP is notified at the time of the submission. This does not mean that all compliance authorizations must be approved prior to submission. Often times compliance approvals may take considerable time, therefore will be required only in the event of an award. In the case of an award, the funds will not be released, and the project may not start until all compliance requirements are met.

For a list of compliance committee officials at ISU click the Compliance link on the OSP homepage.

4 ⮞ Project Information

Please be sure that all questions in this section have been answered.

Will a teaching load reduction be requested? If the PI and/or Co-PIs will have responsibilities during the academic year which may require a request in a teaching load reduction the answer should be YES. Furthermore, if the answer is YES, the cost of the teaching load reduction should be built into the proposal's budget request.

Will ISU resources be required beyond the grant period? If the proposed project will continue beyond the grant award period the PI should answer YES. Even if the project becomes self-sustaining there may still be a commitment for ISU space and/or faculty/staff time.

Will additional space, remodeling or special facilities be required?

Is this project likely to produce copyrightable materials or patentable items?

Does the project support one or both of ISU's initiatives? Community Engagement and/or *Experiential Learning*

Will your project require support/services from other Offices on campus?
- *Office of Information Technology* – web services, development of electronic educational tools, etc.
- *Office of Extended Learning* – development of distance learning classes, certification programs, etc.
- *Office of International Programs and Services* – assistance with visas
- *College of Graduate and Professional Studies* – project is asking ISU to cover the costs of hiring a graduate assistant on the project

- *Center for Community Engagement* – project requests CCE to assist with collaboration with community agencies, CCE provides cost-share for project, etc.,
- *Other* – Some of the other Offices that have been asked to assist on campus projects in the past are: Communications and Marketing, Residential Life, Institutional Research, and the Rural Health Innovation Collaboration.

Budget and Cost Sharing Authorization

Page two of the routing form pertains to the budgetary components of the proposal. OSP staff will assist in completing this page. It is important to note that any commitment of ISU funds will require approval from source(s) offering the assistance. An index is required with cost sharing commitments. The person(s) listed on this page will be added to the Cayuse424 routing chain so they may sign electronically, they do not sign this page.

BUDGET AND COST SHARING AUTHORIZATION

Direct Costs:	0
Indirect Costs: 33.0 % of MTDC ☐ or rate used: _____	
AGENCY TOTAL:	$0.00
THIRD PARTY FUNDS REQUESTED: (Must include letter of commitment)	
TOTAL EXTERNAL SUPPORT:	$0.00
ISU New Monies: (Please review account information below)	
ISU Budgeted Monies: (Please review account information below)	
ISU Tuition Waivers: (Please review account information below)	
Facilities and Administrative Costs used as Matching Funds	
Is waiving of F&A required by the Agency? ☐ Yes ☐ No	
ISU TOTAL:	0
GRAND TOTAL:	$0.00

ISU COST SHARE SOURCES

Department	Authorized Signatory	Index (required)	Amount
Department	Authorized Signatory	Index (required)	Amount
Department	Authorized Signatory	Index (required)	Amount