

Proposal Routing Policy

1. Routing forms with budgets for all new restricted accounts must be routed for signature by the Principal Investigator, the Department Chair, the Dean/Director, and the Director of the Office of Sponsored Programs.
2. Significant changes in the scope of work of pending or active projects must route. These changes can include, but are not limited to:
 - Requests for additional funds
 - Requests for waiver of indirect costs
 - Changes to cost sharing
 - Changes in submitting activity or principal investigator
 - Changes in indirect distribution split
 - Changes of plus or minus 10% in FTE for any individual
 - Changes in research design which raise new issues regarding biohazards compliance, space usage, compliance with conflict of interest rules, or ownership of intellectual property
3. No-cost extensions do not route.
4. The Vice President for Research must approve before proposal is submitted:
 - all indirect waivers if sponsor will allow full rate
5. The Senior Vice President will sign the routing form for all:
 - project budgets requesting sponsor funding of \$1,000,000 or more per year of the project
6. Principal investigators should be aware that space outside of their unit allocation is extremely limited and that these needs may have to be satisfied by leasing facilities off campus. All space needs should be discussed first with the administrative officials within the unit.
7. It is in the best interest of the University and the faculty to have all project routing completed before submission of the proposal. While the use of email to obtain preliminary administrative approval is encouraged, all proposal routing forms must be routed for approval through Banner Workflow. Proposals in the following categories must be reviewed prior to submission:
 - Cost sharing is budgeted
 - F&A (indirect) waivers are requested (when sponsor will pay)
8. New awards will not be executed nor new accounts made available to the PI until a project has routed.