

## Proposal Routing Sheet Instructions

The attached routing sheet must be completed for each new sponsored research proposal and submitted to the Office of Research and Sponsored Programs (ORSP) 5 BUSINESS DAYS prior to submission to an external sponsor. The responsibilities and workflow related to the completion, review, and signing of the routing sheet are outlined below. Contact ORSP prior to completing the checklist to develop a budget and coordinate proposal submission.

1. Principal Investigator (PI):
  - a. Provide proposal information on page 1, including PI/Co-PIs, Sponsor, project title, department, project dates, sponsor due date, and date due to ORSP (5 BUSINESS days prior the sponsor due date).
  - b. Complete Checklist Section 1 (Mandatory; select one option).
    - Obtain signed approval from any other department(s) that are mentioned in your proposal or that will be utilized if your proposal is awarded.
    - Examples of other departments can include the following: Co-PI's department(s) (if different from the PI), Extended Learning, Institutional Research and Assessment, Campus Technology Services, International Education, Penfield Library, Graduate Studies, Residence Life, etc.
  - c. Complete Checklist Section 2 for those items applicable to the proposal.
  - d. Detail any cost share/release time/extra service information on page 2, and include any other notes as needed.
  - e. Obtain separate approval for cost share or extra service from applicable source (extra service chair/dean/provost).
  - f. Sign (PI and Co-PI, when applicable) the routing sheet electronically with date.
  - g. Send the routing sheet electronically to the department chair along with ORSP-approved budget and proposal for chair's approval and electronic signature/date.
    - Timeline Guidance: PI should forward this documentation to department chair at least 2 weeks prior to the ORSP deadline.
2. Chair:
  - a. Review, approve (or reject) proposal, and commit to any cost share/release time/extra service information on page 2 and/or on ORSP-approved budget.
  - b. Sign page 2 of the routing sheet electronically with date, if proposal is approved. Engage with PI if proposal and/or associated commitments are not approvable in current form.
  - c. Forward the signed routing sheet electronically to Dean with budget and proposal for review.
    - Timeline Guidance: Chair should forward this documentation to Dean at least 1 week prior to the ORSP deadline.

3. Dean:
  - a. Review, approve (or reject) proposal, and commit to any cost share/release time/extra service information on page 2 and/or on ORSP-approved budget.
  - b. Sign page 2 of the routing sheet electronically with date, if proposal is approved. Engage with PI (and chair, when necessary) if proposal and/or associated commitments are not approvable in current form.
  - c. Return the signed routing sheet electronically to ORSP at least 5 business days prior to the sponsor deadline. Email signed form to [julie.marte@oswego.edu](mailto:julie.marte@oswego.edu).
4. ORSP:
  - a. Review, sign and forward electronically to the Provost and President with budget and proposal for review and electronic signature/date.
5. Provost:
  - a. Review, approve (or reject) proposal and commit to any cost share/release time/extra service information on page 2 and/or on proposal budget.
  - b. Engage with PI (and chair/Dean, when necessary) if proposal and/or associated commitments are not approvable in current form.
  - c. Return signed routing sheet to ORSP, or approve via email affirmation.
6. President:
  - a. Review, approve (or reject) proposal and commit to any cost share/release time/extra service information on page 2 and/or on proposal budget.
  - b. Engage with PI (and chair/Dean/Provost, when necessary) if proposal and/or associated commitments are not approvable in current form.
  - c. Return signed routing sheet to ORSP for the official internal file.
7. It is strongly encouraged that signatures be provided electronically and documents be disseminated electronically to facilitate documentation flow.
8. Each signature must be accompanied by the date the document is signed.
9. A completed routing sheet, signed by PI, Co-PI (when applicable), chair, other involved campus unit director (when applicable), and Dean, should be returned to ORSP with proposal and budget documentation at least 5 BUSINESS DAYS prior to the sponsor deadline. This internal deadline will allow sufficient time for ORSP to obtain necessary approvals from the Provost and President, review application package for missing/erroneous information, perform file uploads and receive all necessary validation from the sponsor (if proposal is to be submitted electronically).

# Routing Sheet

Project Director: \_\_\_\_\_

Co-Project Director(s): \_\_\_\_\_

Sponsor: \_\_\_\_\_

Project Title: \_\_\_\_\_

Department: \_\_\_\_\_

Project Dates: From \_\_\_\_\_ To \_\_\_\_\_

Sponsor Deadline: \_\_\_\_\_ Due in ORSP by \_\_\_\_\_ (5 business days prior to sponsor deadline)

**Approval checklist: Checkmark each area that applies to this application**

**Other Departments involved/included in proposal – This section must be completed**

\_\_\_\_ No other departments are involved/included in this proposal  
 \_\_\_\_ Other department(s)/unit(s) **are** involved/included in this proposal (list): \_\_\_\_\_  
 Authorized administrative approval of identified department(s)/unit(s) *ask ORSP for additional pages if necessary*  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

____ <b>Budget reviewed and approved</b> by the Office of Research and Sponsored Programs	____ <b>Release Time (include copy of approval)</b> Chair/Dean
____ <b>Institutions Animal Care &amp; Use Committee</b> Committee Chair	____ <b>Cost share/Matching (include copy of approval and provide details on page 2)</b> Chair/Dean and/or Provost
____ <b>Human Subjects Committee*</b> ____ IRB approved (attach approval) Date _____ ____ IRB approval pending, Date submitted _____ ____ Net yet submitted to IRB	____ <b>Other:</b> _____

\*Federal, State, and University regulations mandate almost all proposals involving human subjects (even those involving interviews, surveys, observations, etc.) be submitted to the HSC for approval.

**Certifications**

(These approvals must be obtained prior to submitting a proposal to ORSP. Please have the appropriate person(s) sign as indicated).

**By signing below I certify that I have read and assume roles and responsibilities as identified in the [RF PI handbook](#) (located in the Policies section of the ORSP webpage).**

\_\_\_\_\_  
Project Director Date

\_\_\_\_\_  
Co-Project Director Date

## Routing Sheet (cont.)

Project Director: \_\_\_\_\_

Co-Project Director(s): \_\_\_\_\_

Sponsor: \_\_\_\_\_

### **Cost Share Information** *(required to complete this section if there is cost share pledged on the budget)*

\_\_\_ In-Kind Contributions Source/Notes \_\_\_\_\_

\_\_\_\_\_ Salary \_\_\_\_\_

\_\_\_\_\_ Other \_\_\_\_\_

\_\_\_ Matching funds committed Source/Notes \_\_\_\_\_

\_\_\_\_\_ SUNY \_\_\_\_\_

\_\_\_\_\_ Non SUNY \_\_\_\_\_

**Other notes (i.e., release time explanation):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Proposal Approvals:**

(These approvals must be obtained prior to submitting a proposal to ORSP. Please have the appropriate person(s) sign as indicated).

**By signing below, I certify that I have reviewed the attached application and endorse the proposed project, including all release time and/or cost-share committed to the project, etc. in the budget as described above.**

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Dean

\_\_\_\_\_  
Date

### **(ORSP will obtain the following approvals)**

\_\_\_\_\_  
Office of Research & Sponsored Programs

\_\_\_\_\_  
Date

\_\_\_\_\_  
Provost or Designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
President or Designee

\_\_\_\_\_  
Date