USING THE ELECTRONIC REQUEST FOR PROPOSAL APPROVAL AND SUBMISSION (E-ROUTING) FORM

This electronic version of the routing sheet is very similar to the paper version ORSP has used for years with minor changes. Like the paper version, it is divided into sections. The Research Development Coordinator (RDC) working with the PI will begin the electronic proposal form. The RDC will fill in the Sponsor, Project, Investigator, and Budget Information with the PI’s input.

Note: The form can only be completed on PCs running Internet Explorer and located on the UNF network. Macs and computers running only Safari, Google Chrome, Firefox or other browsers cannot be used at this time.

Once the form has been created, the RDC will create the workflow for it, sending it first to the PI and co-PIs (if applicable) for review, completion of the compliance checklist, and signature.

The PI will receive an e-mail similar to this:

Tasks - Please approve Sample Form has been assigned to you
To: ORSP Forms [msadmin@unf.edu]
Sent: Thu 1/20/2011 11:40 AM
To: Sponsored, Research

Task assigned by Cummings, Chantel on 1/20/2011.
Due by 1/25/2011.

Please review and provide necessary information. After submitting the form, you MUST also click ‘Edit this task’.

To complete this task:
1. Review Sample Form(s).
2. Perform the specific activities required for this task.
3. Use the Edit this task button to mark the task as completed. (If you cannot update this task, you might not have access to it. Click here to request access.)

The PI must then click on the name of the project in blue (shown in item 1 in the photo above) to access the form.

If the link will not open by clicking on the name of the project, right click on the project name with your mouse and select “Copy Hyperlink” in the menu that pops up. Select “Copy Hyperlink” and open Internet Explorer.
In the address bar within Internet Explorer, paste the hyperlink you just copied and hit Enter on your keyboard.

A message stating, “Loading Form” will appear. Once loaded, the PI should review each section of the proposal as listed below and complete the compliance checklist before checking off by their name.

**Section 1: Sponsor Information (completed by RDC)**
The sponsor section is made up of five areas:

1. Deadline date and submission method
2. Submission type, i.e., if it is paper, electronic, or both. (If electronic, an e-mail address or website address will be required.)
3. Sponsor name and, if applicable, sponsor division.
4. Sponsor type; if the project involves any sort of federal funding, a CFDA number will be required before the form can be submitted.

Section 2: Project Information (completed by RDC with PI input)

The project section is made up of eight areas:

1. Project Long Title: The full name of the project, limited to 256 characters and spaces
2. Project Short Title: The title of project condensed to 35 characters; if not provided by the PI, the RDC will create it
3. Award Type: The form of award for the project, i.e., contract, grant, fellowship, subcontract, cooperative agreement, or internal award. If the project is a subcontract, the prime sponsor must be entered into the indicated box.
4. Proposal Type: Indicates whether the proposal is new, a resubmission, a supplement, a renewal, or an internal proposal
5. Activity Type: This area designates the proposal as applied research, basic research, instruction, public service, fellowship, or university support. The RDC will complete this, but the PI needs to verify the selection.
6. Project Location: The location, whether on or off campus, that the project will take place with a physical address. The RDC will attempt to provide the correct location, but the PI should verify it is correct.

7. Project Start and End Dates: The RDC will enter this based on information received from the PI

8. Project Abstract: The RDC will provide a very brief synopsis of the project that can be used for reporting purposes.

Section 3: Investigator Information (completed by RDC)

The RDC will list all PIs and Co-PIs by name, N number, and department/center along with the department/center’s Banner Org number and the percent of credit allocated to the PI/co-PI. This percent of credit indicates how much work on the project the listed person is performing and, ultimately, will help determine the percentage of recovered indirect costs is distributed to the co-PI, his department/center, and college. The RDC will list the percentage based on discussions with the people involved but, again, the PI is responsible for making sure the numbers are correct.

Note: The total amount has to be 100% and each PI has to devote at least 1% of their time to the project as it is impossible to be involved in a project without allocating at least that much time.

Section 4: Budget Information (completed by RDC)

This is the most detailed part of the routing sheet and includes information about the facilities and administrative (indirect) cost rate and base, whether a CAS exemption is requested, whether graduate or undergraduate students are budgets, if tuition has been included for the graduate students, if equipment is budgeted and if cost-sharing is included. The RDC will complete this portion of the form after developing the budget in concert with the PIs. If indirect costs are limited or banned, documentation must be provided showing this (see below). Also, if cost-sharing is budgeted, the type of match (mandatory, voluntary committed, or voluntary uncommitted) is indicated along with the source of the cost-sharing.
The amount of the request, as well as any matching, is listed and automatically calculated by the system. Finally, each salaried member of the personnel is listed under the “Salaried Personnel Budget Summary” by name, term (work length), year, type of pay (summer contract, reassignment, direct grant, or supplemental compensation), the associated FTE, salary and fringe benefit amounts. This information needs to be broken out by term, so the list can get quite long if a number of people are involved. The RDC will complete this information based on the PI-approved internal budget.

Section 5: Compliance Requirements (completed by PI)

This section is the sole responsibility of the PI, as it was with the paper form. Now, however, the PI must choose the appropriate radio button and include any required information, such as the date of an IRB protocol approval and the protocol title and number.

Note: If a red asterisk appears in any form field after the selection of a radio button (such as, “pending” or “approved” for IRB status) the PI must include the protocol title and number or the form cannot be submitted.

The questions in this section include:

1. Will human subjects be utilized?
2. Will animals be utilized?
3. Will recombinant DNA be utilized?
4. Will radioactive materials, hazardous, or regulated waste be utilized?
5. Is there a potential conflict of interest as defined by Policy 4.0170R?
6. Is there a potential for technology transfer, patent, copyright, trademark or licensing?
7. Will the project be subject to US Export Control laws?
8. Will the project require ITS resources?
9. Are subcontracts with outside agencies required?
10. Are new faculty, A&P, USPS, or OPS contracts required?
11. Is additional space required?

Depending on the answer to your questions, you may need to get in touch with the appropriate Research Integrity area, Environmental Health and Safety, or ITS to be able to complete the form.
**Section 6: Attachments (completed by RDC)**

At the time the RDC creates the routing form, the narrative, budget, CAS exemption request (if applicable), limited indirect costs information (if applicable), and any other necessary documents are attached electronically to the form. These documents can be opened by double clicking on the attachment name for review.

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Attachment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Project</td>
<td>Attach Detailed Project Description</td>
<td>sample project description.docx 14.23 KB</td>
</tr>
<tr>
<td>1. Budget</td>
<td>Attach Budget</td>
<td>budget template w obj codes and formulas Revised 9-14-09.xls 47 KB</td>
</tr>
<tr>
<td>1. Budget</td>
<td>* If Sponsor limited, attach documentation</td>
<td>IDC Limitation.pdf 14.3 KB</td>
</tr>
<tr>
<td>1. Budget</td>
<td>** If CAS exemption requested, attach exemption request</td>
<td>CAS Exemption Request.pdf 10.31 KB</td>
</tr>
<tr>
<td>1. Other</td>
<td>Add any additional document</td>
<td>UNF FV1000 2011-7.pdf 27.67 KB</td>
</tr>
</tbody>
</table>

**Section 7: Certifications (completed by PI)**

After the Compliance Requirements section is an area set aside with endorsements and certifications to which the PI, co-PI(s), chairs, deans, and administration agree when signing off on the project. The PI should review these carefully to make sure he/she understands the endorsements made by signing the form.

**Certifications**

**Multiple Principal Investigator Projects:** For those projects designated as a multiple PI Project the listed PIs share the responsibility for directing and managing the project in accordance with University and Sponsor policies and procedures. The Contact PI will be responsible for relaying communications between all of the PIs, University Officials and the Sponsor.

**Principal Investigator Endorsement:** By signing below you agree to perform the work and manage the project in accordance with University and Sponsor policies and procedures.

**Investigator(s) Assurance Statement as Required by Federal Regulation:** Investigator(s), by signing the form, further certify that: (1) the information submitted within the application is true, complete and accurate to the best of their knowledge; (2) that any false, fictitious, or fraudulent statements or claims may subject the Investigator(s) to criminal, civil, or administrative penalties; and (3) that the Principal Investigator(s) agree to accept responsibility for the scientific conduct of the project and to provide the required progress reports and the final report if a grant is awarded as a result of the application.

**University Endorsement:** This project has been reviewed by the officials whose signatures appear below as they relate to their areas and are satisfied that all faculty involved in the project have agreed to participate and that all obligations and commitments described herein are acceptable.
After reading the certifications, scroll down to the signature section and locate your name. If you approve of the project, click on the box next to your name and click the “Submit” button.

### Approvals

<table>
<thead>
<tr>
<th>Approver’s Title</th>
<th>Check box to Approve</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsored Research, PI</td>
<td>☑️ Chantel Cummings</td>
</tr>
<tr>
<td>Sarah Starkey, co-PI</td>
<td>☑️</td>
</tr>
<tr>
<td>Chantel Cummings, Chair</td>
<td>☑️</td>
</tr>
<tr>
<td>Jane Smith, Dean</td>
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You should receive an on-screen message that the form was successfully submitted and is now closed.

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The form has been closed.
Return to the e-mail you received from ORSP Forms, and note the “Edit This Task” button at the top.

**Note:** If you are using Outlook 2003, the button will not be there. You will need to contact ITS for assistance.

Click on “Edit this task” or “Open this task” and either a window will pop up or you will be taken to a web site.
At this point, you can reassign signature authority to someone else (but check with ORSP before doing so), or, if you did not approve the form but need something changed on it, click the “Request a change” link. Otherwise, click “Approve” or “Reject” based on your signature status in the form itself. If you would like to notify ORSP about an issue, please do so in the comments field of the box.

Once you select the action you would like to take, the form is closed and moves on to the next person in the approval queue.

If at any time in the process you have questions or problems, please contact the person who created the form:

Chantel Cummings (ccumming@unf.edu) or 620-2442
Donna Gora (donna.gora@unf.edu) or 620-2456