

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:

 Create Rule...  Edit this task...

Tasks - Please approve Sample Form has been assigned to you

 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.xml](#).
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.

Create Rule... Edit this task...

Tasks - Please approve Sample Form has been assigned to you

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'.

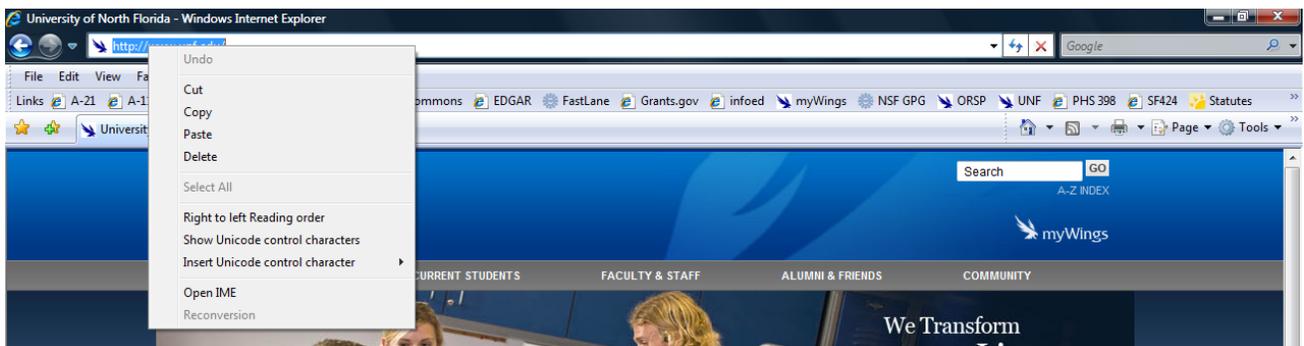
To complete this task:

1. Review [Sample Form.xml](#)
2. Perform the specific act
3. Use the **Edit this task**



completed. (If you cannot update this task, you might not have access to it. Click [here](#) to request access.)

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)

Sponsor Information

Sponsor Deadline: 1/30/2011	<input type="radio"/> Postmark	<input checked="" type="radio"/> Receipt	<input type="radio"/> Internal
Submission Type: <input type="radio"/> Paper	<input checked="" type="radio"/> Electronic	<input type="radio"/> Both	
If electronic, email address or website: <input type="text" value="https://www.fastlane.nsf.gov/index.jsp"/>			
Sponsor: <input type="text" value="National Science Foundation"/>	Sponsor Division: <input type="text"/>		
Sponsor Type: <input checked="" type="radio"/> Federal - direct	<input type="radio"/> Federal - flow through state	<input type="radio"/> State	
<input type="radio"/> Local Government	<input type="radio"/> Federal - flow through SUS	<input type="radio"/> Private/For Profit	
<input type="radio"/> Industry	<input type="radio"/> Federal - flow through other	<input type="radio"/> Private/Non Profit	
If any form of federal funding, list CFDA number: <input type="text" value="24.123"/>			

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)

Project Information	
Project Long Title: Proposal Title Here	
Project Short Title (35 characters with spaces):	Abbreviated Title
Award Type:	<input type="radio"/> Contract <input checked="" type="radio"/> Grant <input type="radio"/> Cooperative Agreement <input type="radio"/> Fellowship <input type="radio"/> Internal Award <input type="radio"/> Subcontract If subcontract, list prime sponsor:
Proposal Type:	<input checked="" type="radio"/> New <input type="radio"/> Competing renewal of Index # <input type="radio"/> Resubmission <input type="radio"/> Non-competing renewal of Index # <input type="radio"/> Supplement <input type="radio"/> Internal proposal If Competing renewal or Non-competing renewal, list Index #:
Activity Type:	<input type="radio"/> Applied Research <input checked="" type="radio"/> Basic Research <input type="radio"/> Fellowship <input type="radio"/> Instruction <input type="radio"/> Public Service <input type="radio"/> University Support CIP code 14
Project Location:	<input type="radio"/> Off campus [Physical Address] <input checked="" type="radio"/> On campus Location(s) 3/2501 [Building/Room]:
Project Start Date:	3/1/2011 Project End Date: 3/2/2013
Project Abstract:	Project Abstract Here

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.**

Investigator Information

Investigator Reporting Credit: This data is collected for institutional reporting purposes and indirect cost distribution. Allocate credit using whole numbers. Each investigator must receive a minimum of 1% credit. Sum of all allocations must equal 100%.

Role	Name	N#	Dept/Center Name	Org. #	Credit %
PI	Sponsored Research	N#	ORSP	Org #	100

Insert item

Sum of all allocations:

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.

Budget Information

F&A Rate: <input type="text"/> %		F&A Base:				
<input checked="" type="radio"/> Full federal rate <input type="radio"/> State Rate <input type="radio"/> Sponsor limited/not allowed <small>*(If Sponsor limited, attach documentation below)</small>		<input checked="" type="radio"/> Modified Total Direct Costs <input type="radio"/> Total Costs <input type="radio"/> Total Direct Costs <input type="radio"/> Salaries, wages and fringe benefits <input type="radio"/> Other: <input type="text"/>				
Is a CAS exemption requested?		<input checked="" type="radio"/> No <input type="radio"/> Yes <small>** (If CAS exemption requested, attach exemption request, below)</small>				
Are Wages budgeted for Students?		<input type="radio"/> Graduates <input checked="" type="radio"/> Undergraduates <input type="radio"/> Both <input type="radio"/> None				
Is Tuition budgeted for Graduate Students?		<input checked="" type="radio"/> No <input type="radio"/> Yes				
Is Equipment budgeted?		<input type="radio"/> No <input checked="" type="radio"/> Yes				
Is Cost-Sharing/Match budgeted?		<input checked="" type="radio"/> No <input type="radio"/> Yes				
UNF Cost Sharing Provided by: (Dept/Center Name)		<input type="text"/>				
Type of Cost Sharing/Match		<input type="radio"/> Mandatory <input type="radio"/> Voluntary Committed <input type="radio"/> Voluntary Uncommitted <input type="radio"/> None				
TOTAL SPONSOR REQUEST	COST SHARING			TOTAL PROJECT COST		
	UNF	In-Kind	Third Party			
Direct Cost	\$ 150,000	\$	\$	\$ 150,000		
Indirect Cost	\$ 5,000	\$	\$	\$ 5,000		
Total Cost	\$ 155,000	\$ 0	\$ 0	\$ 155,000		
Salaried Personnel Budget Summary:						
Name	Work Length	Year	Type	FTE%	Salary	Fringe
Sponsored Research	Summer	2011	Summer Contract	23	\$ 5,000	\$ 1,000
<input checked="" type="checkbox"/> Insert item						

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?

Compliance Requirements

Will human subjects be utilized?
That is, will you interact with or obtain information about living individuals? Is information or outcomes of this project designed to develop or contribute to generalize knowledge? General knowledge can be defined as that which is disseminated on websites, at conferences, in journal articles, etc.

No Yes (approval must be obtained from the IRB before work involving human subjects can begin)

Application status: Pending Will submit Approved Date:

If pending or approved, please list protocol title and number:
 Title: Number:

Will animals be utilized?

No Yes (approval must be obtained from the IACUC before work involving animals can begin)

Application status: Pending Will submit Approved Date:

If pending or approved, please list protocol title and number:
 Title: Number:

Will recombinant DNA be utilized?

No Yes (approval must be obtained from the IBC before work involving recombinant DNA can begin)

Application status: Pending Will submit Approved Date:

If pending or approved, please list protocol title and number:
 Title: Number:

Will radioactive materials, hazardous or regulated waste be utilized?

No Yes (approval must be obtained from Environmental Health & Safety)

Is there a potential conflict of interest as defined by Policy 4.0170R?
For more information, see http://www.unf.edu/president/policies_regulations/04-HumanResources/4_0170R.aspx

No Yes

If yes, state conflict:

Has an Outside Employment/Activity Form been completed with Human Resources? No Yes

Is there a potential for technology transfer, patent, copyright, trademark or licensing? No Yes

If yes, state potential intellectual property:

Will the project be subject to US Export Control laws? No Yes Unknown

Will the project require ITS resources? No Yes
ITS resources could be, but are not limited to network space, software, new computers

If yes, describe resources required:

Has the project been reviewed by ITS? No Yes

By whom (give name)?
A copy of this proposal will be sent to ITS for their information.

Are subcontracts with outside agencies required? No Yes

If yes, list subcontractors:

Are new faculty, A&P, USPS, or OPS contracts required? No Yes

If yes, list position(s):

Is additional space required? No Yes

If yes, describe the number and kinds of space needed:

Will college space be assigned? No Yes
*If no, the grant must include funds to lease space, if necessary.
 If yes, dean's approval required and a copy of this proposal will be sent to Facilities Planning for their information.*

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.

Attachments

Section	DESCRIPTION	Attachment
1. Project	Attach Detailed Project Description	 sample project description.docx 14.23 KB
1. Budget	Attach Budget	 budget template w obj codes and formulas Revised 9-14-09.xls 47 KB
1. Budget	* If Sponsor limited, attach documentation	 IDC limitation.pdf 14.3 KB
1. Budget	** If CAS exemption requested, attach exemption request	 CAS Exemption Request.pdf 100.11 KB
1. Other	Add any additional document	 UNF FV1000 2011-tsr-7.pdf 27.67 KB

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

Approver's Title	Check box to Approve
Sponsored Research, PI	<input checked="" type="checkbox"/> Chantel Cummings 1/20/2011
Sarah Starkey, co-PI	<input type="checkbox"/>
Chantel Cummings, Chair	<input type="checkbox"/>
Jane Smith, Dean	<input type="checkbox"/>
Imeh Ebong, AVP of Rese:	<input type="checkbox"/>
	<input type="checkbox"/>

Insert item

Submit

You should receive an on-screen message that the form was successfully submitted and is now closed.

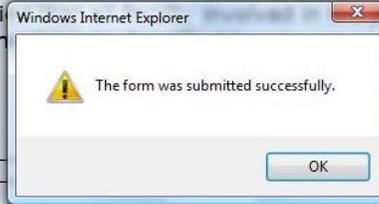
University Endorsement: This project has been reviewed by the officials whose signatures appear below as they relate to their areas and are satisfied that the project have agreed to participate and that all obligations and commitments are acceptable.

Approvals

Approver's Title	Check box to Approve
Sponsored Research, PI	<input checked="" type="checkbox"/> Chantel Cummings 1/20/2011
Chantel Cummings, Chair	<input type="checkbox"/>
Jane Smith, Dean	<input type="checkbox"/>
Imeh Ebong, AVP of Rese:	<input type="checkbox"/>

Insert item

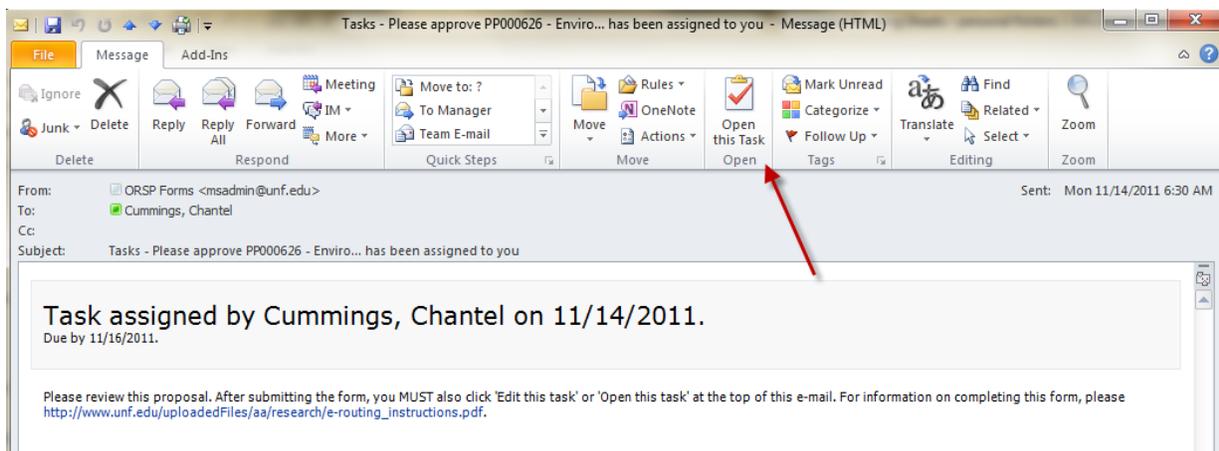
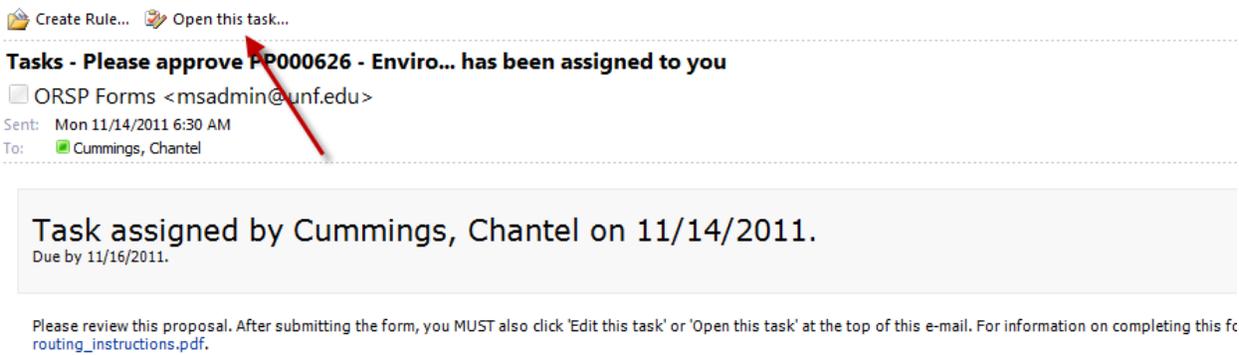
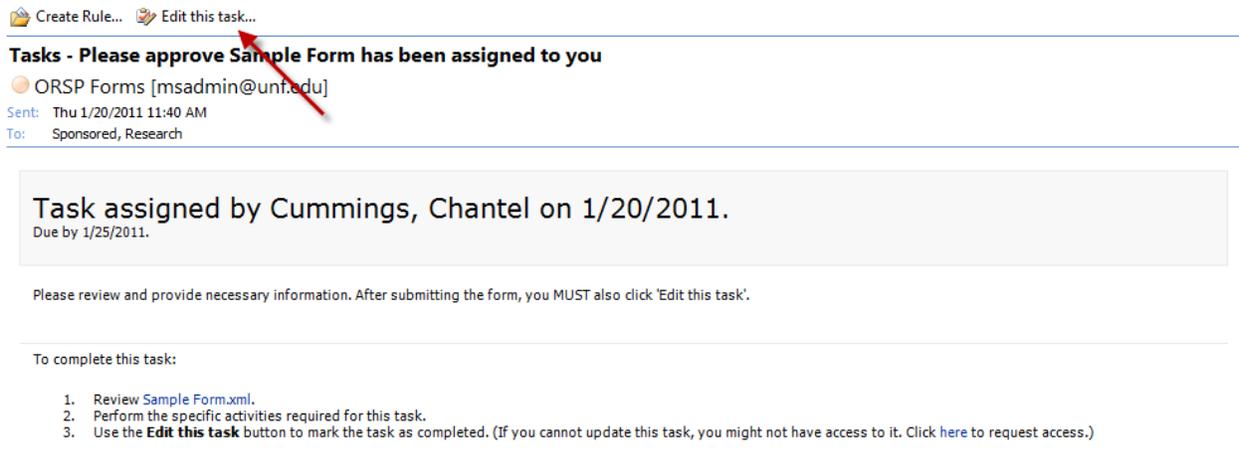
Submit



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.

Please approve Sample Form

Approval Requested

From: Cummings, Chantel
Due by: 1/25/2011 11:35:53 AM

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

Type comments to include with your response:

Approve Reject Cancel

Other options
[Reassign task](#) [Request a change](#)

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