External Grants and Contracts

Routing Sheet

**A. Contact Information**

Principal Investigator/Project Director

 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Co-Investigator(s):

 Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_ Program(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**B. Proposal Information**

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

 Abstract:

Primary/Passthrough Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Secondary/Awarding Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**C. Proposal Attributes**

 Type of project: Research \_\_\_ Training \_\_\_ Other \_\_\_

 Type of agreement: Grant \_\_ Contract \_\_ Fellowship \_\_ Subcontract \_\_ Other \_\_

 Number of total years: \_\_\_

 Dates:

 Submission deadline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Project start: \_\_\_\_\_\_\_\_\_\_\_\_

 Project ends: \_\_\_\_\_\_\_\_\_\_\_\_

 Proposal involves research/practice on/with: **Yes No**

 Human subjects: \_\_\_ \_\_\_

 Vertebrate animals: \_\_\_ \_\_\_

 Hazardous materials: \_\_\_ \_\_\_

 EMU will be expected to provide: **Yes No**

 Additional space: \_\_\_ \_\_\_

 Cost sharing: \_\_\_ \_\_\_

 Graduate student payments: \_\_\_ \_\_\_

 Waiver of F&A costs: \_\_\_ \_\_\_

 Proposal includes: **Yes No**

Computer resources requiring IT support \_\_\_ \_\_\_

 Matching/in-kind funds from external source \_\_\_ \_\_\_

 Subcontracts \_\_\_ \_\_\_

 Funding request to corporation or foundation \_\_\_ \_\_\_

**D. Benefits to EMU Yes No**

 Equipment \_\_\_ \_\_\_

 Student involvement \_\_\_ \_\_\_

 Interdisciplinary collaboration \_\_\_ \_\_\_

 Outreach activities \_\_\_ \_\_\_

**E. Budget Summary**

(Attach detailed budget spreadsheet)

 Year 1 direct costs requested: $\_\_\_\_\_\_\_

 Year 1 F&A costs requested: $\_\_\_\_\_\_\_

 **Year 1 total requested: $\_\_\_\_\_\_\_**

 Year 1 cost share requested: $\_\_\_\_\_\_\_

 Year 1 3rd-party match requested: $\_\_\_\_\_\_\_

 F&A rate requested %\_\_\_\_\_\_

 Total direct costs requested: $\_\_\_\_\_\_\_

 Total F&A costs requested: $\_\_\_\_\_\_\_

 **Total requested: $\_\_\_\_\_\_\_**

Total cost share requested: $\_\_\_\_\_\_\_

 Total 3rd-party match requested: $\_\_\_\_\_\_\_

**F. Percent Effort and Personnel Funding**

 (Note: For academic year, one full-time month equals 11%; for summer, one full-time month equals 33%.)

 **Name Summer or Percent Effort Percent Salary**

 **Academic Year on Project Paid by Grant**

\_\_\_\_\_\_\_\_\_ summer \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

 academic year \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_ summer \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

 academic year \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

**G. Conflict of Interest Statement**

Investigator (does \_\_\_ does not \_\_\_ ) have significant personal financial or professional interest in relationship with funder or outcome of project. (If “does,” need to file interest disclosure statement.)

**H. Comments**

Add any comments for administrators who will review proposal:

**I. Check List**

 **Signature Date**

Program Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

VP/Dean: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

VP for Advancement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

 Business Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

 VP for Finance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

 Provost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

See [Externally Funded Grants and Contracts](https://resources.emu.edu/confluence/display/EMUHandbook/Externally%2BFunded%2BGrants%2Band%2BContracts%2BPolicy) Policy for full details on tasks to be accomplished when grant is awarded.

cc: University President