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+Funded+Grants+and+Contracts+Policy) Policy for full details on tasks to be accomplished when grant is awarded.

cc: University President