Instructions for Completing the Proposal Routing Form

Routing Form Sections A-H: The Proposal Routing Form is a fillable/savable PDF.

A. Basic Proposal Information

i. Principal Investigator/Project Director: First and Last Name.

ii. Department: The primary departmental or center affiliation of the PI/PD.

iii. Ext.: 4 digit MSU extension.

iv. Email Prefix: List MSU user ID.

v. Proposal Title: Provide full project title. If space does not permit, please abbreviate.

vi. MSU Co-Investigator(s): Check if there are MSU Co-Investigators/Project Directors included in the proposal. If yes, co-investigators must sign the certification section on page 3 of the Routing Form.

vii. Period of Performance: Enter start date and end date of proposed project. Include all years.

viii. Primary Sponsor: List the primary source of the funding—the organization/agency that is being applied to for funding. (e.g., NSF, NIH, State of NJ, American Heart Association, etc.).

ix. Date Proposal due to Sponsor: The date in which the proposal is due to the primary sponsor and/or MSU collaborating institution (if MSU is subcontractor)

x. Multi-Institution/organization collaboration. Check yes, or no, then then check type/nature of collaboration. Next, list all collaborating entities/organizations.


xii. Activity Type: Select the option that most appropriately describes the project’s activity.

   1. Research: Organized research activity towards the creation or generation of new knowledge and/or research outcomes. If this box is checked, please indicate whether you consider the research to be basic, applied, or developmental.

   2. Instruction/Training: Institutional instructional, teaching, and training activities.

   3. Conference/Workshop: In support of hosting an event at the University.

   4. Equipment: A proposal to acquire or develop a piece of equipment.
5. **Fellowship**: Supports an individual for the purpose of study or research.

6. **Public Service**: Provision of a specific service, educational program, training, workshop activity, etc., primarily of benefit to the public.

7. **Other Sponsored Activity**: Activities not covered in 1–6, above (e.g., funding for other programmatic activities such as the arts, humanities, facilities, etc.).

xiii. **Research Type**: As defined by the National Science Foundation. [Click here](#) for further guidance.

B. **Budget Summary**

i. **Direct Costs**: List total direct costs requested from the sponsor. Do not list any cost-sharing in this field. Include all years.

ii. **Indirect Costs**: List the total indirect costs requested directly from the sponsor. Do not list any cost-sharing in this field. Include all years.

iii. **Total Request**: Auto calculates the total of direct and indirect costs.

iv. **Indirect Cost Rate**: Select MSU’s federally negotiated on-campus rate (59% of Salaries and Wages) or off-campus rate (21.8% of Salaries and Wages) indirect cost percentage charged to the sponsor. The off-campus rate should only be used when 50% or more of the project/proposed activity will take place off-campus.

v. **Indirect Costs Limitation**: If the sponsor places a limit, or excludes the amount of indirect costs that can be requested, select “Yes.” Otherwise, check “No.”

vi. **Sponsor Mandatory Rate %**: If the sponsor mandates a specific indirect cost rate, specify mandated percentage (typically stated in the RFP/Application Instructions.)

vii. **Course Buyout/Release Time**: Check “Yes” if the proposal includes a request for course buyout/release time for any project personnel. Otherwise, check “No.”

C. **University Cost-Sharing/Matching**: This section can be left blank if no cost sharing is included in the submission.

Cost-sharing refers to those project’s costs that are not paid by the sponsor (i.e. committed by the University or external third-party). Cost-sharing that is mandatory (required as a condition of receiving an award, e.g., 1:1 match requirement), is committed in the proposal, project budget, and/or budget justification as a match. Include all applicable direct and indirect costs. (See Chapter 2 in the *Sponsored Programs Handbook* for more detailed information on cost-
Typically, cost-sharing/matching requirements are explicitly stated in the RFP/Application Instructions.

**Important: Only include cost-sharing in this section if:** 1.) the sponsoring agency explicitly requires a percentage of cost-share, or match on your proposed project, or, 2.) the University has expressly committed a cost-share contribution in the project’s proposal, budget, and/or budget justification.

*The source of University cost-sharing must be identified by FMS department code prior to submission, and approved by the Authorized Department Manager/Fiscal Agent of the applicable account.*

i. **Cost-Sharing Requirement.** Check yes, or no, if cost-sharing is mandated by the sponsor—i.e., stated in the RFP/Application instructions as a requirement of applying for and/or receiving the award.

ii. **Third Party Cost-Sharing:** Check yes, or no, if in-kind cost-sharing is committed by an organization/entity external to MSU. (Typically, time, effort, donations of supplies, equipment.)

iii. **Sub-Type:** Select the source of cost-sharing matching. (e.g., salary & fringe, materials/supplies, indirect costs, etc.)

iv. **FMS Department Number:** Enter the FMS Department Number that is the source of funding identified for sub-type. The appropriate departmental manager/fiscal agent will be able to provide this number.

v. **Amount:** Enter amount, in dollars (rounded to the nearest dollar).

vi. **Department Fiscal Agent Approval:** The appropriate fiscal agent/department manager must digitally sign approval for each sub-type of cost-sharing committed prior to submission.

vii. **Total Cost-sharing:** Auto calculates the total of each sub-type line item.

**D. Proposal Compliance Review:**

i. **Human Subjects:** Check yes, or no, if the project involves the use of Human Subjects for which [Institutional Review Board](https://www.msu.edu/faculty-staff/veterinary-medical-center/institutional-review-board) (IRB) review/approval may be required. If yes, proceed to [MSU’s Compliance Office](https://www.msu.edu) for additional information regarding approval processes should the proposal be awarded.
ii. **Human and/or Animal Subjects:** Check yes, or no, if the project involves the use of Animal Subjects for which Institutional Animal Care and Use Committee (IACUC) approval may be required. If yes, proceed to MSU’s Compliance Office for additional information regarding approval processes should the proposal be awarded.

iii. **Biological, DNA, Stem Cell, Hazardous Materials:** Check yes, or no, if the proposed project involves the use of biohazardous materials and specify the type of material that will be used. ORSP will review as appropriate and may confer with the PI/PD and Department Chair and the Office of Environmental Health and Safety.

iv. **Chemical, or Radioactive Materials:** Check yes, or no, if the proposed project involves the use of chemical and/or radioactive materials and specify the type of material that will be used. ORSP will review as appropriate and may confer with the PI/PD and Department Chair and the Office of Environmental Health and Safety.

v. **Export Controls:** If the proposed project will involve collaboration with a researcher or institution outside of the U.S., or involve travel to, or technical information exchange with a foreign country or foreign national check the appropriate field. ORSP will review these issues on a case by case basis with the PI/PD and discuss them with the appropriate institutional and University Global Compliance Committee where necessary. (See Chapter 5 of the Sponsored Programs Handbook for more information on Export Controls.)

vi. **Intellectual Property**

   a) **MSU Proprietary Information/Confidential Information** Check yes, or no, if the proposal includes MSU proprietary information (e.g., MSU-owned intellectual property) and/or confidential information.

   b) **Invention Disclosure:** Check yes, or no, if the proposal includes an invention for which an invention disclosure is on file with the University Patent Committee and/or University Counsel.

   c) **Confidential Information:** Check yes, or no, if the proposal includes any MSU confidential information. Typically, sponsors request that any confidential information be identified in the proposal.

   d) **Third-Party Proprietary/Confidential Information:** Check yes, or no, if the proposed project contains proprietary (IP) and/or confidential information owned and/or licensed to MSU by a third party.
e) **Publication Restriction:** Check yes, or no, if third-party proprietary (IP) and/or confidential information is subject to a separate non-disclosure agreement and/or further publication restriction.

**E. Other Special Considerations:**

i. **Alteration/Renovation of Lab Space/Additional Space Requirements:** If the project will, or may involve alteration and renovation of lab space, or additional space requirements, check this box. PIs/PDs of projects that will involve alteration and renovation of lab space, or additional space requirements must discuss these plans in advance of proposal submission with their Department Chair and/or Dean.

ii. **Check off other considerations as applicable:** (this data is compiled and included in ORSP’s Annual Report)
   
   a) **Employment Data:** Enter number of students, personnel that are anticipated to be paid on the project.
   
   b) **Multi-Disciplinary Research:** Check yes, or no, if your project involves multi-disciplinary research across departments, colleges, and/or institutions.
   
   c) **Targeted Community/Region Impact:** Check yes, or no, if the proposed project involves activities that will directly impact specific localities. Specify which regions/localities will benefit, and/or be impacted by the project.

**F. Additional Notes:** Add any additional information, explanation you feel may be useful for internal approvers (chairs, deans, etc.).

**G. Investigator(s) Certification/H. Endorsements:**

[MSU’s policy on Financial Conflict of Interest](#) requires that each Principal Investigator/Project Director and Co-Investigator certify to “significant financial interests” and complete a [SFI Disclosure Form](#) if a significant financial interest exists at the time of proposal submission.

i. **Principal Investigator Certification:** The PI must electronically sign and date the Routing Form certifying to the completeness and accuracy of the proposal and accepting responsibility for the scientific and financial conduct of the project.

ii. **Endorsements:** Each Co-Investigator must electronically endorse the submission, and must certify to “Significant Financial Interests.”
Upload the completed Proposal Routing Form to the Proposal Summary Documents Section in CAYUSE 424 PRIOR to routing the proposal through the CAYUSE 424 routing chain.