

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 affiliation of the PI/PD.
- iii Ext.: 4 digit MSU extension.
- iv Email Prefix: List MSU user ID.
- v University Center/Institute: The primary center or institute affiliation of the PI/PD or Co-PI/PD, if this is a proposal is submitted by, or in collaboration/coordination with a university center or institute.
- vi Proposal Title: Provide the final full project title. If space does not permit, please abbreviate.
- vii 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.***
- viii Period of Performance: Enter start date and end date of proposed project. Include all years.
- ix 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.).
- x Sponsor Deadline: The date in which the proposal is due to the primary sponsor and/or MSU collaborating institution (if MSU is subcontractor).
- xi MSU is the Lead Applicant Institution: Click in this box if MSU is serving as the lead in a collaborative proposal or if the proposal involves subawards. *Note: Please check in the NSF “linked collaborative “box in this section if this proposal is an electronically linked collaborative with another institution.*
- xii Lead Applicant Institution: If MSU is not the lead applicant institution, enter the lead institution followed by all other collaborating institutions/organizations.
- xiii Proposal Type: Select from dropdown. (In the form, hover over field with your mouse pointer for further guidance if needed.)
- xiv Research Type: As defined by the National Science Foundation. [Click here](#) for further guidance.
- xv Activity Type: Select from dropdown the activity type 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.
 - 2)Conference/Workshop: In support of hosting a conference at the university.
 - 3)Equipment: A proposal to acquire or develop a piece of equipment.

- 4)Instruction: Institutional instructional and teaching activities.
- 5)Training: Institutional training activities.
- 6)Fellowship: Supports an individual for the purpose of study or research.
- 7)Public Service: Provision of a specific service, educational program, training, workshop activity, etc., primarily of benefit to the public.
- 8)Other Sponsored Activity: Activities not covered in 1–7, above (e.g., funding for other programmatic activities such as the arts, humanities, facilities, etc.).

B. Budget Summary

- i Total Direct Costs: List total direct costs requested from the sponsor. Do not list any cost-sharing/matching in this field. Include all years.
- ii Total 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 Budget: Auto calculates the total of direct and indirect costs.
- iv Indirect Cost Rate: Select MSU’s federally negotiated on-campus rate (45% of modified total direct costs) or off-campus rate (15.5% of modified total direct costs) 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.” If the sponsor mandates a specific indirect cost rate, specify mandated percentage (typically stated in the RFP/Application Instructions).
- vi 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-sharing/matching.) 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. Note the match requirement specified by the funder. Additionally, please enter the cost-sharing requirement expressed as a percentage (e.g. 50%) or ratio (1:1)

- 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 university 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: **Important: The appropriate fiscal agent/department manager must digitally sign approval for each sub-type of cost-sharing committed prior to submission.**
- vii. Total University Cost-Share/Match: Auto calculates the total of each sub-type line item.
- viii. Total Third-Party/External Cost Share/Match: Manually enter all cost-share committed by an external organization.
- ix. Total Committed Cost-Share: Auto calculates total University cost-share and third-party cost-share.

D. Proposal Compliance Review:

- i. Use of Human Subjects: Check the box if the project involves the use of Human Subjects for which [Institutional Review Board](#) (IRB) review/approval may be required. If yes, indicate the IRB Protocol Number if applicable. If it has not been reviewed by the IRB, check the Review Pending box and proceed to [MSU's Compliance Office](#) for additional information regarding approval processes should the proposal be awarded.
- ii. Use of 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, indicate the IACUC Protocol Number if applicable. If it has not been reviewed by the IACUC, check the Review Pending box and proceed to [MSU's Compliance Office](#) for additional information regarding approval processes should the proposal be awarded.
- iii. Use of Biological, DNA, Stem Cell, Hazardous Materials: Check the box if the proposed project involves the use of biohazardous materials and specify the type of material that will be used. OSP will review as appropriate and may confer with the PI/PD and Department Chair and the Office of Environmental Health and Safety.
- iv. Use of Chemical/Radioactive Hazardous Materials: Check the box if the proposed project involves the use of chemical and/or radioactive materials and specify the type of material that will be used. OSP 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. OSP 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.) Check all applicable conditions in the section and specify locations where indicated.

- vi **Intellectual Property and Proprietary Confidential Information:** Check yes, or no, if the proposal includes proprietary information and/or confidential information from either MSU or a third party. Additionally, check yes or no if this confidential information is disclosed in the proposal narrative.

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. Pls/PDs must discuss these plans in advance of proposal submission with their Department Chair and/or Dean. Proposals will need to be routed to the PI/PD's Chair and Dean, as well as the Provost and Facilities and Maintenance for approval through Cayuse.
- ii **Employment/Trainee Data:** Enter number of students or personnel that are anticipated to be paid on the project.
- iii **Multi-Disciplinary Research:** Check this box if your project involves multi-disciplinary research across departments, colleges, and/or institutions.
- iv **Targeted Community/Region Impact:** Check this box 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: [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.

H. Endorsements: The Principal Investigator/Project Director, and all other Co-Investigators/Co-Directors must electronically sign and date

IMPORTANT FINAL STEP: Upload the completed and signed Proposal Routing Form to the Proposal Summary Documents Section in CAYUSE 424 PRIOR to routing the proposal through the [CAYUSE 424](#) routing chain.

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Supporting Documents Attachment Page

Attach supporting documents here . Be sure to provide all documents with descriptive file names for easy identification. Both P attached.

Attachments: **Documents uploaded here are for internal use and will not be submitted with the proposal.**

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