

# Proposal Routing Form

**Instructions:**

All proposals and contracts to federal, state, and private funding agencies are centrally managed through the Office of the Provost. For authorization to submit a proposal, the following process should be adhered to:

1. Principal Investigators (PI) must complete this routing form in its entirety after seeking initial approval from their relevant Department Chair or Program Director, and Dean.
2. Once school-based approvals are received, the PI should submit to the Office of the Provost, (sponsored research) or Corporate and Foundation Development, (programmatic) this routing form, and all relevant documentation (including the funding announcement or RFP, a project budget, the proposal narrative, and any supporting documents or exhibits for submission to the funding agency).
3. Email all completed documents to Jay Caporale and Kathleen Redmond or contact [redmondk@merrimack.edu](mailto:redmondk@merrimack.edu) with any questions, comments or concerns.
4. Completed proposals must be received **no less than seven (7) business days** from the proposal submission deadline for review and processing.
5. Once this form is fully authorized, the PI will be notified of the approval to submit the proposal by the Office of the Provost, (sponsored research) or Corporate and Foundation Development (programmatic).  
No proposal will be submitted to any funding agency without prior approval.

Date Submitted:

*Please check one:*     This is a Grant             This is a Contract  
 Sponsored Research     Programmatic

Principal Investigator(s)	Department	Campus Address	Office Ext.	% Participation
<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/> %

Project Title: <input style="width: 95%; height: 25px;" type="text"/>	Number of Copies: <input style="width: 50px; height: 25px;" type="text"/>
Submitted to:	
Agency <input style="width: 95%; height: 25px;" type="text"/>	
Address <input style="width: 95%; height: 25px;" type="text"/>	
City <input style="width: 200px; height: 25px;" type="text"/>	State <input style="width: 30px; height: 25px;" type="text"/> Zip Code <input style="width: 60px; height: 25px;" type="text"/>

Agency Deadline Date: <input style="width: 100%; height: 25px;" type="text"/>
<input type="radio"/> Receipt <input type="radio"/> Postmarked
Electronic submission:
<input type="radio"/> Complete Proposal <input type="radio"/> Partial Proposal
Proposed start date: <input style="width: 100%; height: 25px;" type="text"/>
Proposed end date: <input style="width: 100%; height: 25px;" type="text"/>

If this is a subcontract, give name of prime funding source:

Program Announcement/Solicitation: (attach copy)

Indirect Cost Rate:   
*If funding agency's policy is to pay no indirect costs, or to pay an amount lower than Merrimack's current rate, attach a copy of the agency's policy.*

**Funding Requested:**

Direct Amt: \$  Indirect Amt: \$  Total Requested: \$  College Contribution: \$  Budget code:

Budget Summary: (please attach)

CHECK if any of the following are involved:

Human Subjects:  
(Have you contacted and sought approval from the IRB?)  
 Yes     No

Vertebrate Animals     Biological Hazard

Stem Cells                       Chemical Hazard

Radiation

**None of the above apply**

**Signed:**

Principal Investigator	Date
Department Chair	Date
Dean	Date
Provost	Date
CFO & Senior VP for Finance and Budget	Date
Director of Corporate and Foundation Development (Programmatic)	Date