Office of Sponsored Programs

**Proposal Routing Form**

## **FORM INSTRUCTIONS**

**All faculty-led proposals, awards and agreements are centrally managed through the Office of Sponsored Programs.**

To submit a proposal, please use the following steps:

1. The faculty member leading the research project and submitting the proposal is called the Principal Investigator (PI), and is responsible for submitting this routing form with signatures from the PI, Department Chair, and Dean, and with the following proposal documentation:
   1. The online link to the Request for proposal (RFP), solicitation or funding opportunity announcement;
   2. A proposal narrative or project description with funder/sponsor formatting applied (Word);
   3. OSP Proposal budget spreadsheet (Excel)
   4. Proposal budget justification (Word)
   5. Project abstract, if required
   6. Subrecipient documentation (if applicable): proposed budget and budget justification, statement of work, project abstract (4,000 words or less) and contact information.
2. When you have finished filling out the Proposal Routing form, please **print only pages 2 and 3 only** for signatures. This instruction page is not required. **Be sure to attach the proposal narrative, budget spreadsheet and budget justification with the printed routing form.**
3. The PI shall submit (scan) the signed Proposal Routing Form (pages 2 and 3 only), and applicable documentation to [research@merrimack.org](mailto:research@merrimack.org) for review and preparation for submission.
4. **Proposal submission timeline**: If the PI will be traveling, on sabbatical, on a leave of absence or unavailable to answer questions from OSP, Provost, or CFO during the proposal review process may delay proposal submission. Arrangements should be made with OSP prior to leave to allow for any extended absences.

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| **Activity** | **Due Date** |
| PI submits signed Proposal Routing Form and proposal documentation to OSP for review (Items a-f above). | **Fourteen (14) business days** prior to sponsor/funder submission date. Proposals can be submitted earlier than 14 days. The sooner the PI submits documentation to OSP, the better. |
| The OSP Team will review the proposal solicitation/RFP/ Broad Agency Announcement, review the proposal narrative, budget, budget justification, sponsor required documentation, subrecipient documentation, and obtain the Provost and CFO signatures. OSP Team will contact PI with questions, requests or additional documentation. | |
| PI enters proposal information into the online funder/sponsor portal, i.e. FastLane, grants.gov, research.gov, etc.  For proposals/research involving human subjects, PI will follow procedures for submitting an **IRB application** and must submit an IRB application prior to Proposal Submission Date. | **Ten (10) business days** prior to submission date  Link to IRB website: <https://www.merrimack.edu/about/offices_services/office-of-the-provost/institutional-review-board/> |
| OSP uploads the final version of proposal documentation: project narrative/description, budget and budget justification, sponsor required forms and documents, i.e. Data Management Plan, Current & Pending, COA, etc.) | **1 week** prior to submission date. |
| **Proposal submission**. OSP will be submitting on behalf of the PI and Merrimack College.  Certain sponsors/funders may require PI to submit and PI will submit once all approvals/signatures are completed. OSP will email PI that they are approved to submit. | Submission on due date is not best practice.  **OSP practice is to submit proposals 24 hours prior to submission due date so that if any technology issues that occur can be quickly remedied without missing due date.** |

1. No proposal will be submitted without all applicable signatures on the OSP Proposal Routing form. The signatures on the routing form represent institutional approval to submit the proposal.

**If you have any questions or concerns, please contact the Office of Sponsored Programs at** [**research@merrimack.edu**](mailto:research@merrimack.edu) **or 837-5611.**

## **PROPOSAL INFORMATION**

**Proposal Due Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date Received by OSP:** \_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Principal Investigator (PI)**  Printed Name | |  | | | | | **Email** | | |
| **Department** | |  | | | | | **Phone** | | |
| **School** | |  | | | | | | | |
| **Campus Address** | |  | | | | | | | |
| **Proposal Type:** check one | | 🞏 Pre-proposal or Letter of Intent/Inquiry 🞏 Full Proposal 🞏 Resubmission | | | | | | | |
| **Funding Type:** check one | | **Funder / Sponsor Information** | | | | | | | |
| Federal Govt | 🞏 | Name of Funder or Agency | | | |  | | | |
| State Govt | 🞏 | Name of Division | | | |  | | | |
| Local Govt | 🞏 | Name of Department | | | |  | | | |
| Foundation | 🞏 | Contact Name | | | |  | | | |
| Nonprofit | 🞏 | Email address | | | |  | | | |
| Corporate (for profit) | 🞏 | Phone | | | |  | | | |
| International | 🞏 | RFP / Solicitation Announcement # or link to website | | | |  | | | |
| Is this a subaward or subcontract to Merrimack? | | | | | |  | | | |
| If yes, name of Prime Funding Source/Agency | | | | | |  | | | |
| **Title of Project** | |  | | | | | | | |
| **Proposed Project Start Date** | |  | | | | **Proposed Project End Date** | | |  |
| Electronic Submission? | |  | | | | Indirect Cost (F&A) Rate Capped or Restricted? | | |  |
| Number of Co-PIs | |  | | | | Indirect Cost (F&A) Rate | | |  |
| Number of Senior Personnel | |  | | | | Collaboration with another institution? | | |  |
| Funder/Sponsor Portal link | |  | | | | If yes, name of Institution | | |  |
| Number of Subrecipients or Subcontractors | | | |  | | Number of Vendors | | |  |
| **Proposal Budget** | | | | | | | | | |
| Total Direct Costs | | | $ | | Total Amount for Subaward(s) | | | | $ |
| Indirect Costs (F&A) | | | $ | | Total Amount for Subcontract(s) | | | | $ |
| Total Amount Requesting | | | $ | | Total Amount for Vendor Contracts | | | | $ |
| F&A Rate | | | % | | College Contribution | | | | $ |
| Will you be on sabbatical during the grant period? | | |  | | Source of Contribution: | | |  | |
| Will you require a course-release? | | |  | | Account Code for College Contribution | | | |  |
| How many course-releases per semester? | | |  | |

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| **Research Compliance** | |
| Date PI completed Responsible Conduct in Research (RCR) training (CITI) |  |
| Date PI completed Conflict of Interest (COI) training (CITI) |  |
| Do you have a financial Conflict of Interest? (i.e. ownership or financial interest in a company or institution, etc.) |  |
| Check if the following applies to your proposal/research:  🞏 Human Subjects (IRB) Application submitted: 🞏 Yes 🞏 No Approval received? 🞏 Yes 🞏 No  🞏 Animal Subjects (Vertebrate Animals) Approval received? 🞏 Yes 🞏 No  🞏 Stem Cells  🞏 Radiation  🞏 Biological Hazard  🞏 Chemical Hazard  **🞏 None of the above apply Date Confirmed by OSP/Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |

## **SIGNATURE & APPROVALS**

|  |  |  |
| --- | --- | --- |
| **Name of Principal Investigator**  (Printed Name) |  | |
| **Title of Project** |  | |
|  | | |
| **Your signature indicates approval** | | **Date** |
| **Principal Investigator** |  |  |
| **Department Chair** |  |  |
| **Dean** |  |  |
| **Director of Sponsored Programs** |  |  |
| **Provost** |  |  |
| **Executive VP, COO & CFO** |  |  |

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| **TO BE COMPLETED BY OSP** | | |
| **Submission Confirmation** | | **Initial** |
| Date Proposal Submitted |  |  |
| Sponsor email Confirmation Received? | 🞏 Yes 🞏 No |  |
| Resubmission required? | 🞏 Yes 🞏 No |  |
| If yes, Resubmission date |  |  |