



**The Research
Foundation for**

The State University of New York

ROUTING SHEET

IMPORTANT: The grant proposal or contract documents and a completed and signed routing sheet must be submitted to the Pre-Award office *at least 5 (FIVE) working days* prior to the date when the proposal or contract must be returned to the sponsor.

Principal Investigator: _____

Department/Room No. _____ Ext. _____

Co-Principal Investigator: _____

Department/Room No. _____ Ext. _____

Title of the Project: _____

SPONSOR INFORMATION:

Sponsor due date: _____

IF THIS IS AN ELECTRONIC SUBMISSION CHECK HERE: _____

PLEASE PROVIDE SPONSOR INFORMATION:

Sponsor: _____

Address: _____

HOW MANY COPIES TO SPONSOR? _____

Sponsor Type: _____ Federal _____ State of New York _____ Other (*specify*) _____

Type of Application: _____ Grant _____ Contract _____ Subcontract _____ Other (*specify*) _____

Proposal in response to RFP? _____ No _____ Yes (*please attach a copy for our reference*)

Type of Funding: _____ New _____ Renewal _____ Supplement _____ Continuation _____ Revision

BUDGET INFORMATION:**DIRECT****INDIRECT****TOTAL**

First budget year: _____ to: _____

Total budget period: _____ to _____

Indirect cost rate _____ RF Administrator Signature _____

NOTE: WAIVER OF IDC REQUIRES APPROVAL OF RF ADMINISTRATOR PRIOR TO SUBMISSION.***THIS INFORMATION MUST BE INCLUDED ON SIGNATURE PAGE.***

COST SHARING INFORMATION: *THIS INFORMATION MUST BE INCLUDED ON SIGNATURE PAGE.***Is cost sharing involved with this project?**

Yes

No

If YES, provide the following information and approvals:

Cost Sharing is:

Required by sponsor

Offered voluntarily

The cost share will be met as follows:

In-Kind

Total Value: _____

Source and amount of in-kind match:

Individual Faculty (name, % of time, and total cost)

F&A Waiver (attach approved request form)

Other _____

Third Party

Amount: _____

Source of Funds: _____

Are there costs associated with this project that will continue past the project period?

Yes

No

If yes, please specify

BUDGET REVIEWED BY RESEARCH FOUNDATION PERSONNEL: _____

Signature of RF Staff Member

MANDATORY IDENTIFICATION OF RESEARCH SPACE: If this is a research project, please identify in the space below the **building(s) and room number(s)** of existing space that will be used to conduct this research, **how the space will be used** (e.g., office, lab, storage), and **percent of time used**. Prior to answering this question, please review the pertinent definitions on page 6.

ADDITIONAL SPACE OR RENOVATIONS NEEDED: Will this project require other support such as renovations, additional space or facilities? Yes No
If yes, you must obtain the review and signature of the Facilities Planner below prior to proposal submission.

Explain:

Signature – Facilities Planner

Comments from Facilities Planner:

GREAT LAKES CENTER – USE OF FIELD STATION OR PERSONNEL

Will you require the use of lab facilities at the GLC Field Station? _____ Yes _____ No

Will you need GLC personnel (boat time/use, diving personnel, etc.)? _____ Yes _____ No

Signature – GLC Representative

EXPORT CONTROLS

Will this project involve foreign travel ? _____ Yes _____ No

If yes, please specify: Country _____

Will you be taking **Scientific Equipment / Computers or Laptops / Software**? _____ Yes _____ No

Please contact F qppc"Uewq (uewqf n@buffalostate.edu) with any questions.

COMPUTING AND TECHNOLOGY SERVICES

If your project will require College Computing and/or Technology Services, please check the relevant boxes below:

_____ Server Space _____ Software Support _____ Other

You will need to address these needs PRIOR to award acceptance. Contact Pre-Award for details.

TUITION WAIVER

Does this proposal require **Tuition Waivers** for Undergraduate or Graduate Students? ____ Yes ____ No

Please specify number of waivers requested ____ Graduate ____ Undergraduate

Dean or VP Signature _____

WILL THE PROJECT INVOLVE ANY OF THE FOLLOWING:

____ Yes ____ No Use of animals. (*If yes, date of committee approval _____*)

____ Yes ____ No Use of human subjects through interviews, questionnaires, or surveys, psychological testing, collecting personal data, laboratory procedures, etc.
(*If yes, date of Institutional Review Board approval _____*)

____ Yes ____ No Will controlled substances be used in connection with this research?

____ Yes ____ No Will this project generate radioactive waste or other hazardous waste materials?
(*If yes, contact hazardous waste officer for institution regulations.*)

Approval by Hazardous Waste Officer: _____

Name and Date: _____

____ Yes ____ No Do you intend to subcontract part of this project? (*If yes, the subcontract must include statement of work and a budget for each sub-agreement.*)

Name of Subcontractor: _____

Total Amount of Subcontract: _____

____ Yes ____ No Does this proposal present a potential conflict of interest? (*If yes, please explain.*)

Note: Conflict of Interest statements MUST be completed each academic year by anyone submitting a proposal. Contact Pre Award with any questions.

____ Yes ____ No Do you anticipate program income (e.g., conference fees, registration fees)?

____ Yes ____ No Does the project involve the use of students?

Will students receive stipends or fellowships? _____

____ Yes ____ No Is there interdepartmental involvement in this project? (*If yes, the proposal must be reviewed and approved by the appropriate cooperating departmental official.*)

____ Yes ____ No Will the project result in any long- or short-term staff commitments? (*If yes, Dean must approve extra service and release time.*)

PI – Please obtain your Chair’s and Dean’s signatures below, then **hand deliver** to Pre Award (Buckham Hall B206), in accordance with policy as stated on page one of this form.

Your signature below certifies for the Research Foundation that the proposal has been reviewed and approved by the appropriate campus officials and that the necessary provisions for any cost sharing or faculty release time as indicated on this form will be met.

You MUST complete this section or routing sheet will be rejected by the Sponsored Programs Office.

Cost Share	_____ Yes	_____ No
Amount	_____	
Source(s)	_____	
See page 2 for details		

Salary Recovery
IFR _____
Sponsor _____
% Effort _____
Salary Amount _____
FB Amount: _____

	Print Name	Signature
Project Director (PI)	_____	_____
Co-PI (when applicable)	_____	_____
PI’s Department Chairperson	_____	_____
Co-PI’s Department Chairperson	_____	_____
Dean(s)	_____	_____
Vice President (when applicable)	_____	_____
Research Foundation Director of Pre-Award & Contract Services	Jessica M. Berg	_____
Research Foundation Deputy Operations Manager	Donna Scuto	_____
Alternate Designee	_____	_____

For Research Foundation Use Only

Date received at the Research Foundation _____

Forwarded to _____

By _____ Date _____

Research space includes:

- controlled-environment space, such as clean, cold, or white rooms
- technical and laboratory support space, such as equipment areas, preparation areas, darkrooms, carpentry and machine shops, storage areas, etc.
- laboratories, including computer labs, behavior observation rooms, etc.
- core laboratories that serve other laboratories
- laboratories and associated support areas used for research animals, including procedure rooms, bench space, animal production colonies, holding rooms, germ-free rooms, surgical facilities, recovery rooms, etc.
- housing facilities for research animals and associated maintenance areas, including cage rooms, stalls, wards, isolation rooms, exercise rooms, feed storage rooms, cage-washing rooms, holding and storage areas, etc.
- space for clinical trial research
- offices, to the extent that they are used for research activities, including administrative activities for a specific research project
- space with fixed (built-in) equipment such as fume hoods
- space with nonfixed equipment costing \$1 million or more each, such as MRIs
- space that is leased by your institution

Research space does not include:

- space for the fields of law, business administration/management, humanities, history, the arts, or education
- libraries, unless they are dedicated to a specific research project
- animal field buildings sheltering animals that do not directly support research or that are not subject to government regulations concerning humane care and use of laboratory animals
- Federally Funded Research and Development Centers (FFRDCs)
- in-kind space used by your faculty, staff, or other persons but administered by other organizations, such as research facilities at non-university hospitals or Veterans Administration hospitals
- space administered by your institution but leased to another organization
- outdoor areas such as fish ponds or planting fields