**Indiana State University**

**Routing Form for Proposals and Contracts**

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| **Project Title:**       |
| **Funding Agency:**       |
| **Program Name or Solicitation Number:**       |
| **Agency Contact Person:**       **phone:**       **Email:**       |
| **Project Period Start Date:** **End Date:**       |

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| **Project Team** (List only ISU personnel) |
| **Project Director:** |       | **Dept:** |       |
| **Phone:**       | **Email:**      | **College** |       |
| **Co-Project Director** |       | **Dept:** |       |
| Phone:       | **Email:**       | **College:** |       |
| **Co-Project Director:** |       | **Dept:** |       |
| **Phone:**      | **Email:**      | **College:** |       |
| **Co-Project Director:** |       | **Dept:** |       |
| **Phone:**      | **Email:**      | **College:** |       |
| **Co-Project Director:** |       | **Dept:** |       |
| **Phone:**       | **Email:**       | **College:** |       |

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| **Project Compliance Certifications** | **YES** | **NO** |
| **Please place a check by the compliance issue(s) which are pertinent to this project:** | [ ]  | [ ]  |
| **[ ]** **[ ]**  | Human SubjectsAnimal Use | **[ ]** Recombinant DNA**[ ]** Hazardous Materials | [ ] Biosafety [ ] Radiation |  |  |
| **Financial Interests:** For this specific project, the PD, Co-PDs or other key personnel have undisclosed financial interests that could directly affect the design, conduct, or reporting of this research. Click [here](http://www.indstate.edu/osp/Institutional%20Compliance/Financial%20Interest%20Disclosure/Financial_Disclosure_Resources.htm) to view ISU’s policy. For (PHS) or (NSF) grants, additional annual disclosures are required. | [ ]  | [ ]  |
| **Intellectual Property:** For this specific project, the PD, Co-PDs and other key personnel agree to the terms of the Intellectual Property Policy described in the ISU Handbook. (approved by Board of Trustees on May 7, 2010). Click [here](http://www.indstate.edu/osp/Intellectual%20Property/Intellectual_property.htm) to view ISU’s policy.  | [ ]  | [ ]  |
| **Debarment:** Are the Project Director, Co-Project Director or any key personnel on this project, to the best of their knowledge, debarred, suspended or proposed for debarment by any Federal department orAgency? Click [here](http://www.epa.gov/ogd/sdd/debarment.htm) for more information.  | [ ]  | [ ]  |
| **For NIH proposals only:** The Project Director and all project key personnel agree to comply with the NIH April 2008 requirement to publish research in PubMed Central. | [ ]  | [ ]  |
| **For NSF proposals only:** Project Directors will ensure that all students and postdocs supported by NSF complete the Responsible Conduct in Research (RCR) training through CITI prior to beginning work. Click [here](https://www.citiprogram.org/Default.asp) to be redirected to the CITI website. | [ ]  | [ ]  |

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| **Project Information** | **YES** | **NO** |
| Will a teaching load reduction be requested? | [ ]  | [ ]  |
| Will ISU resources be required beyond the grant period? | [ ]  | [ ]  |
| Will additional space, remodeling or special facilities be required | [ ]  | [ ]  |
| Is this project likely to produce copyrightable materials or patentable items? | [ ]  | [ ]  |
| Does the project support one or both of ISU’s initiatives? [ ]  Community Engagement [ ]  Experiential Learning  |
| **Will the project require support/services from other Offices on campus?** (Check all that apply) |
| [ ]  Office of Information Technology | [ ]  College of Graduate and Professional Studies |
| [ ]  Office of Extended Learning | [ ]  Center for Community Engagement |
| [ ]  Office of International Program and Services | [ ]  Other:       |

**BUDGET AND COST SHARING AUTHORIZATION**

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| --- | --- |
| Direct Costs: | **0** |
| Indirect Costs: 33.0 % of MTDC [ ]  or rate used: \_     \_\_\_\_\_\_\_ |  |
|  **AGENCY TOTAL:** | **$0.00** |
|  **THIRD PARTY FUNDS REQUESTED:** (Must include letter of commitment**)** |  |
|  **TOTAL EXTERNAL SUPPORT:** | **$0.00** |
| ISU New Monies: (Please review account information below) |  |
| ISU Budgeted Monies: (Please review account information below) |  |
| ISU Tuition Waivers: (Please review account information below) |  |
| Facilities and Administrative Costs used as Matching Funds Is waiving of F&A required by the Agency? [ ]  Yes [ ]  No |  |
|  **ISU TOTAL:** | **0** |
|   **GRAND TOTAL:**  | **$0.00** |

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| **ISU COST SHARE SOURCES** |
| **Department**      | **Authorized Signatory**      | **Index (required)**      | **Amount**      |
| **Department**      | **Authorized Signatory**      | **Index (required)**      | **Amount**      |
| **Department**      | **Authorized Signatory**      | **Index (required)**      | **Amount**      |
| **Department**      | **Authorized Signatory**      | **Index (required)**      | **Amount**      |
| **Department**       | **Authorized Signatory**      | **Index (required)**      | **Amount**      |
| **Department**      | **Authorized Signatory**      | **Index (required)**      | **Amount**      |
| **TOTAL ISU SUPPORT** $0.00 |

To electronically route this form, please email it to Liz.Metzger@indstate.edu for uploading into Cayuse424.