

Grants and Contracts Proposal Routing Sheet

Return Original to Valerie Cheeseman, OSP

Directions: For 1st block, please route internally; return to V. Cheeseman or to Dr. Schwarze. OSP manages 2nd block of signatures.

Christopher Newport University

Office of Sponsored Programs: 594-7266

Revised 06/09

When is the proposal due? _____		Yr. 1 Budget: \$ _____; Cumulative Total \$ _____ (Exclude matching funds)	
PI / PD* Name:		Department:	
Tell us about your project; the Title of Proposal: _____ Brief description and draft budget; <u>OR</u> attach a proposal summary (1 page) and a draft budget:			
What outcomes do you expect? (e.g. book, journal article, conf. presentation etc.) _____			
Sponsor / Agency:		CFDA# _____ Check one: <input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Foundation <input type="checkbox"/> Other	
Project Start Date:		Project End Date:	
Please choose from the following. For ANY "Yes" answer, provide an explanation in the section below:			
Is release time (RT) proposed?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If RT is not funded by agency, please explain below
Summer salary or other compensation?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	
Is student support requested?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="checkbox"/> Research stipends <input type="checkbox"/> Scholarships <input type="checkbox"/> Other
Waiver of full or partial indirect costs?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	
Is credit instruction involved?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	
Is there a conflict of interest?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Any potential financial conflict or research interest conflict?
Is project conducted off campus?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Indirect cost rates are different for on-campus or off-campus
Is new or renovated space needed?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	
Does it involve human or animal subjects?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If yes, has Institutional Review Board or IACUC reviewed?
Involve export of technology, services; or involve foreign funds transactions?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If yes, please explain below.
Requires University match?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If yes, examples of cost sharing of a project are: in-kind contributions or matching funds. Please explain below.
Please elaborate on any 'Yes' responses above (add additional sheets if needed):			
<p>Signatures below indicate agreement that the proposed project is consistent with the University's educational missions, that its conduct will not interfere with the educational programs of the University, that the project can be properly directed by the proposer(s) under the conditions set forth in the proposal, and that the funding <i>and budgets</i> proposed for the conduct of the project are consistent with established state and institutional regulations and policy. (If more than one department is involved, both Chairs should sign. Also note that if a clarification is needed, and if after the deadline, the PI could consider withdrawing.)</p>			
Office: 1st block	Signature(s):	Date:	Remarks:
Principal Investigator			
Department Chairperson			
Dir. Sponsored Programs**			
Academic Dean			
Vice Provost			
Additional signatures if necessary, including Provost's			
2nd Block		OSP will manage the 2nd block of signatures.	
Comptroller			
Planning & Budget Director			

**Note about the internal routing, the Director of OSP, can sign second, i.e., after the PI, depending on the type of project.