



PROPOSAL ROUTING FORM

*A completed Proposal Routing Form along with a final proposal must be received by Grants Administration **SEVEN (7) DAYS** prior to the sponsor due date.*

Lead Principal Investigator (PI) Name:	Email:	College/Unit:	Department:
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PROJECT TITLE:	
SPONSOR:	CFDA #:
If Roseman is a subcontractor, identify prime funding agency:	
Program Solicitation Number or Title:	

Proposal Type:	Sponsor Type:	Award Type:	Project Purpose:	NIH Mechanism:
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BUDGET INFORMATION			INDIRECT COSTS		
Project Period:	Start:	End:	Rate:	Base:	Based on:
	First Year	Total Project	COST SHARE Cost Share: Yes No If Yes is cost share: Cost Share Required (%):		
Direct Costs					
Indirect Costs					
Cost Share					
Total					

Subawards Included?	Yes	No	Subaward Institution(s):
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PROJECT PERSONNEL (Roseman only)					
Name	College/Unit	Dept.	Role on Project	Funded Effort	Unfunded Effort (Cost Share)

FEDERAL COMPLIANCE			UNIVERSITY COMMITMENT	
Yes	No		Yes	No
	Human Subjects	Pending Approved Date		Additional Space or Facilities Needed
	Animals	Pending Approved Date		Renovation to Existing Space or Facilities Needed
	Biological Hazards and/or Recombinant DNA			Funds Budgeted for Faculty Buy-Out
	Radioactive Materials/Hazardous Materials			Risk Management Assessment Completed
	Any activity that may be subject to Export Controls			Other: List

RESEARCH SUMMARY/COMMENTS: (Include a few sentences about your proposed research and any other relevant information)

CERTIFICATIONS AND UNDERSTANDINGS OF PRINCIPAL INVESTIGATOR AND CO-INVESTIGATORS

"Attach additional signature pages as necessary"

1. **Conflict of Interest:** The PI and all key personnel certify they have read and understand Roseman's Conflict of Interest Policy; have completed a Financial Disclosure Statement; and will comply with any conditions or restrictions imposed by Roseman to manage, reduce or eliminate a conflict of interest.
2. **Debarment/Suspension:** The PI and Co-Is certify they are not debarred or suspended from doing business with the Federal Government. In addition, the PI certifies, to the best of his/her knowledge, that all personnel or subcontractors listed in the proposal are not debarred or suspended.
3. **Vertebrate Animal and/or Human Subjects Training:** The PI and Co-Is certify that they have completed all required Vertebrate Animal and/or Human Subjects Training, if applicable.
4. **PI Understandings:**
 - a) If an award is made, I understand that I am responsible for the technical conduct of the project and will comply with award terms and conditions of the award, as well as University policies and procedures; submission of required progress reports and technical reports; regulatory compliance; and the management of funds awarded.
 - b) The proposed budget includes all the cost sharing, necessary equipment, installation, shipping, new space, renovation and/or facility modifications associated with this project. I do not expect the University to assume any of these costs with the exception of cost share included and approved by the Department Chair.
 - c) By my signature below, I am attesting that the information contained on this form and within this application is true, accurate, and complete. I understand that any false, fictitious, or fraudulent statement/claims made by me may subject me to criminal, civil, or administrative penalties.
5. **NIH Proposals Only:** NIH requires the following assurances to be signed by the PI and retained prior to submitting an application:
 - (1) that the information submitted within the application is true, complete and accurate to the best of the PI's knowledge;
 - (2) that any false, fictitious, or fraudulent statements or claims may subject the PI to criminal, civil, or administrative penalties; and
 - (3) that the PI agrees to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of the application.
6. **Dean/Chair/Supervisor Certifications:**

The signatures below indicate review of the above referenced proposal; confirmation that it is consistent with the departmental, college and/or university mission, practices, and priorities; and approval of all commitments described in the proposal including those involving space, equipment, personnel, release time, cost sharing & conflict of interest.

<u>Principal Investigator</u>	<u>Date</u>	<u>Chair/Unit Head</u>	<u>Date</u>	<u>Dean (or Designee)</u>	<u>Date</u>
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<u>Co-PI/Co-Investigator</u>	<u>Date</u>	<u>Chair/Unit Head</u>	<u>Date</u>	<u>Dean (or Designee)</u>	<u>Date</u>
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<u>Co-Investigator</u>	<u>Date</u>	<u>Chair/Unit Head</u>	<u>Date</u>	<u>Dean (or Designee)</u>	<u>Date</u>
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<u>Center Director (If Applicable)</u>	<u>Date</u>	<u>Grants Administration</u>	<u>Date</u>
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