



Checklist for the TTU Internal Routing Sheet

1. **Title: Project title** is the description of the project, but keep it as brief as possible. The title on the routing sheet should match the title of the proposal.
2. **Project director:** Name of the principal investigator.
 - 2-A. Department/Area/C/I is the university, college, or department where the proposal originated from and where the F&A costs will be returned. If a PI or Co-PI has a joint appointment, then he/she can list the names of the Department/Area/Center/Institute that will share in the F&A.
 - 2-B. **Total % of credit = 100%.**

For example: If the PI from TTU is at 60% for the original proposal and Co-PI from UT is 40%, the PI from TTU should put 100% in the TTU routing sheet. If reversed, and the Co-PI is from TTU, then the Co-PI would show 100%, because this form includes TTU faculty only. It does not include any other University or TTUHSC. **NOTE:** This is not to be confused with effort percentage. Even though you may be 40% effort for the project, if you are the only one from TTU, you will be 100% at TTU.
 - 2-C. **Additional Co-PIs** need to be listed on this form. If more room is needed, then a page can be attached. Keep in mind that the total of all TTU PIs and Co-PIs should equal 100%. You will need to note in this area to see attached sheet.
3. **Type of Project:** If any aspect of the project is international (i.e., funding, data collection, subcontractor, etc.) please check the "International" box. In addition, please indicate if the project is Research, Training/Instruction/ Community Service, or Other. (Select only ONE.)

For example: Head Start would select Community Service.

If your project is part research and part training, ORS recommends that the PI checks the Research box.
4. **Funding Agency:** Name of the funding agency for your project.

For Example: If you are a Co-PI with a PI from UT and you are going to submit an obesity proposal to the NIH, You would note "NIH coming through UT" or "NIH-UT". This helps ORS identify how the money will come to us.
5. **Funds requested:** If the PI is from TTU, you would show the total amount requested in the proposal. If the PI is not from TTU, then your contribution as Co-PI is your % of your effort (See UT/TTU example above of 40% for the TTU Co-PI). Your amount would be the Project Total \$ x 40% or Amount x .40.
6. **Proposal Type:** New/Renewal/Continuation/ Supplement. Most are "New".

Renewal: If you have a project that was awarded to you, and your project is close to the end of project duration, but you would like to extend it, you will be required to apply for a Renewal where you are in competition with others who are also applying. In this case ORS will use the same account number in order to show the relationship to the original project. It may be noted as a “Phase Two” or “Extension” of the original.

Continuation: This type is a renewal without competition.

Supplement: This type would be used if the Funding agency has extra money (possibly at the end of their fiscal year), and the agency contacts you to request that you submit an abstract, budget, and budget justification so they can send you additional funding. In this case the PI needs to submit the internal routing sheet with those documents. There would be no extension of time so the PI would still need to use the funds prior to the end of the project duration.

7. Duration: Expected project period. Start date and end date.

In case of proposals to Federal agencies, the start date would need to be listed at least 6 months in the future. Others are around 3-6 months for turn-around.

8. Initiator Data:

a. Human subject (HS) approval: Use of HS must be approved before the data collection can begin (Federal law). You will automatically receive a letter from ORS letting you know that your project is pending committee review even if you have already received a Protocol number. For a NIH proposal, all project PIs and Co-PIs will be required to take Human Subjects Training. Certification for all investigators is required and the CITI or NIH websites have training. You may also check the university web-site:

<http://www.depts.ttu.edu/vpr/irb/training.php>. Once you are certified, ORS keeps the record and copy of the certificates so they will always have your information on file.

b. Animal Subjects: Similar protocol is required for animal subjects including committee review.

c. Toxins, Pathogens, DNA, etc.: Also require committee review.

d. Radioactive Material: Licensed by Radiation Committee is required.

e. Conflict of interest: You are required by TTU to fill out a Conflict of Interest form each year. If any conflict exists, TTU will need to be notified. This is usually tied to money or financial conflicts.

f. Cost sharing commitment: This section must be completed if the proposal includes any formal cost-sharing commitments from Texas Tech or from a third party. Such commitments should usually be included only if required by the agency. Generally, faculty members should commit no more than 10 to 15 percent of their academic year time as cost-sharing. If a proposal is funded, any contributed funds, including salaries and fringes, will be moved to a separate cost-sharing account. Contributed salaries will be documented through the personnel activity reporting system.

g. On campus and off-campus: The location where the PI works on the research activity. For example, if the PI needs to go Asia to collect data for several months then, it would

be off-campus. But short trips for collecting data should be considered on-campus, because the data is typically compiled back in the office. If your research activity combines both on-campus and off-campus, check YES. Combined on/off campus rates must be approved by the Senior Associate Vice President for Research. Send your request with details and justification to Kathleen.Harris@ttu.edu. Be sure to copy the pre-award analyst who is working with you.

- h. F & A costs discounted:** Most proposals would be NO. Even though the funding agency allows a limited amount of F & A costs, you should still check NO. If there is no statement about the F & A cost, TTU will ask 47% for F & A costs as set by our federally-negotiated agreement. If F & A costs are fixed by the funding agency, then TTU will accept the rate. Waivers and/or reductions in F&A can only be approved by the Vice President for Research, through the Dean's Office.
 - i. Subcontractor:** If subcontractors will be required, the proposal should include evidence that the sub recipient has agreed to do the work for the amount specified in the budget. For proposals to federal agencies, additional certifications (Official university letter that is written by the authorizing official, for instance Dr. Kathleen Harris at TTU) may be required.
 - j. Project-related income expected:** If the project is expected to produce income (ticket sales, conference participants, sale of materials, etc.), check "yes."
- 9. Copy and mailing instructions:** If there is a deadline, enter the date; indicate whether this is a Postmark or Delivery deadline. Indicate the number of copies to be mailed. ORS will cover the cost of making the number of copies required by the agency and one copy for the PI. Unless instructed otherwise, ORS will mail/ship the original copy of the proposal. ORS will cover the cost of FedEx two-day delivery; if overnight delivery is to be used, give an account number to which this service can be charged. Fill in the full address to which the proposal is to be mailed, along with any other instructions. P.I. and all Co-PI signature(s) are required in this section, together with a phone number where each person can be reached. Attach additional sheets if needed.
- 10. Special comments:** Use this space to describe any unique feature of the proposed project. Include any information that will aid in setting up a budget or managing the project once it has been funded.
- 11. Approvals:** Department chairs and Associate Research Dean of the COHS (Dr. Michael O'Boyle) sign after each check the routing sheet. PI and Co-PI's electronic signatures are acceptable. Department chairs or deans cannot "sign for" an individual.
- 12. Changes:** When new faculty is added as additional Co-PI or anytime changes in credit (%) or any PI or Co-PI's change, a new routing sheet should be submitted to the ORS with the changes.

Note. If a faculty submits a proposal through the Health Science Center, a TTU routing sheet is still required to be submitted to the TTU ORS.