Proposal Routing Form Submission Procedures

The Office of Research Administration requires the submission of a fully executed Proposal Routing Form (PRF) prior to submission of any proposal for external funding. This practice ensures that the Principal Investigator (PI) has made all certifications required by the sponsor, and that all related units and leadership have approved the proposed research or sponsored activity and will assume responsibility for the commitment of resources or persons within their department, center and college should the proposal be funded. This practice also supports a more efficient account set-up process after receipt of award.

The following procedures apply to this requirement:

**10 Days Prior to Submission:** The final proposal budget is due to the Grants & Contracts Administrator (GCA). The budget is required for the generation of the PRF. The Proposal Development Specialist (PDS) will complete and send out the PRF for signature through Echosign using the budget numbers submitted and approved by the GCA for the form. *These numbers may not be final, but the GCA will determine that they are close enough to final for the purposes of PRF approval.* The Echosign form can be signed in any order to help facilitate completion prior to submission.

**1 Day Prior to Submission by 7:00 am:** The fully executed PRF is due in the Echosign system. The PDS will check Echosign to confirm the PRF is complete (signed and filed). If it is not, they will contact the PI (and cc: the GCA) letting them know the form still requires signature(s) and who has not yet signed. *It is the PIs responsibility to contact those missing signatories to alert them that their signature is required prior to submission and to provide any information they may request prior to their signature.*

**Day of Submission:** If the PRF is not fully executed by 12:00 pm the day of submission, the PI must email the Associate Vice Chancellor for Research Administration and Institutional Compliance by no later than 1:00 p.m. letting them know the circumstances behind the incomplete form and requesting approval for the proposal to be submitted without the fully executed PRF. This email must also cc: the GCA, PDS, and the missing signatory/ies.

ORA cannot guarantee that the proposal will be submitted if there are any missing signatures without AVC approval. Proposal budgets that come in after the 10 day deadline will limit the amount of time available to signatories to complete their review and approval of the PRF, thereby jeopardizing required approvals prior to submission.

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