



Routing Form – Grant Proposals

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Grant Title:

Funding Source:

1) Terms and Amounts Requested

a) First/Current Year Period and Budget
From _____ To _____
\$ _____

b) Total Project Period and Budget
From _____ To _____
\$ _____

2) Indirect Cost Rate % Negotiated Rate Agreement Not allowed by sponsor Waiver of applicable rate approved by Provost

3) Cost Sharing / Matching / In Kind Yes No

4) Total Amount of Cost Sharing / Matching / In Kind \$ _____

5) Subcontract / Consultants: Yes No **6) Total Amount Subcontracted \$ _____**

7) Project Will Involve:

- a) Purchasing Computers? Yes No
- b) Human Subjects? Yes No
- c) Hazardous/Regulated Substances? Yes No
- d) Letters of Support (if applicable) Yes No
- e) Vertebrate Animals? Yes No
- f) International Activities? Yes No
- g) Students Participating as Researchers? Undergraduate Graduate None

8) Have patent or copyright commitments been promised to sponsor? Patent Copyright No

9) For NSF and PHS proposals, is the required financial conflict of interest form signed Yes No

10) Other (please specify): _____

11)

Project Director's Certification

All research and creative activity will be conducted in a manner consistent with accepted scholarly standards and in conformity with required legal, professional and University policies, procedures, codes and regulations governing research and creative endeavors. I understand the proposed use of human subjects; vertebrate animals or hazardous substances require appropriate review and approval prior to initiating the project.

Project Director Date

COMPLETED PROPOSAL IS DUE 10 WORKING DAYS PRIOR TO SUBMISSION DEADLINE!

12) Approvals

Dean's Approval for Proposal:

Dean **Date**
Contract/Memorandum of Understanding Yes No
If yes, approval required below

Director, Office of Sponsored Research and Grants **Date**
Approval for meeting APU facilities and equipment guidelines.

General Counsel (if needed) **Date**

Chief Information Officer, Associate Vice President **Date**

Administration Endorsements/Approvals: for Submission by Office of Sponsored Research and Grants
Endorsement by Department, College, Provost, and additional personnel indicates: approval of the project and submission to grantor; cognizance of project's risks, acceptance of administrative obligations; confirmation appropriate space and facilities are/will be available; and that arrangements for project director's reassigned time to conduct the project and matching funds are in place if the proposal is funded.

Approval of budget for conformity with APU policies

Director of Finance **Date**

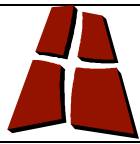
Vice Provost of Graduate Programs and Research (or authorized designee) **Date**

Foundation, Funding Request Reviewed by University Advancement

Initials _____

Draft of Endorsement Letter presented to President's office
 Yes No

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Proposal Development Instructions (to be completed by Project Director):

- 1) Indicate the amount requested. For salary compensation, include 30% of the annual total for full-time fringe benefits, and 10.5% for part time assistants (students, adjuncts, etc.). In stating the amount requested:
 - a) Indicate the term (month and year) and the amount allocated for the first year of the project, and;
 - b) Indicate the term (month and year) for the amount allocated for the total project. If the term of the project is one year or less, it is sufficient to enter the data in ‘b’ only.
- 2) Indicate the amount (%) of indirect costs (existing facility, equipment etc.) that can be included as part of the project costs – check appropriate box.
- 3) Indicate whether the project requires APU to share the costs, match the costs, or share the costs using non-monetary means.
- 4) If the answer to item (3) is yes, indicate the amount of cost sharing, matching or in-kind contribution required from APU. If the answer to item (3) is no, write down N/A.
- 5) Indicate whether the project would involve the use of subcontractors or consultants.
- 6) If the answer to item (5) is yes, indicate the amount of the project that would be subcontracted. If the answer to item (5) is no, enter N/A.
- 7) Indicate whether the project would include purchasing computers, human subjects, hazardous/regulated substances, letters of support, vertebrate animals, international activities, or students participating as researchers. If students are participating, indicate undergraduate or graduate.
- 8) Indicate whether you are required to commit the patent or copyright as a result of the project to the funding organization. (Please include copy of agreement if applicable).
- 9) For an NSF or PHS proposal, indicate whether the required financial conflict of interest form has been signed. If yes, attach form. If a contract or Memorandum of Understanding is required with an agency or collaborator, please attach letter of support.
- 10) Indicate other types of binding agreement(s) related to the project.
- 11) Indicate compliance with scholarly standards by signing the Project Director’s certification with your signature.
- 12) Obtain your dean’s signature on line 12.
- 13) Attach complete proposal including contracts, Memorandum of Understanding (if relevant), budget, and forms as noted above.

Approvals

- 1) **Submit completed proposal to the Director of the Office Sponsored Research and Grants ten (10) working days prior to the submission deadline.**
- 2) **After approvals, the proposal will be submitted to the funding organization by the Office of Sponsored Research and Grants.**