Sponsored Project Internal Routing Form Instruction Sheet

Please review all information on the routing form for accuracy and completeness prior to internal approvals and submission. Information on this form is used to <u>verify certification by key personnel</u> and for reporting purposes.

Project#: a distinct 4-digit number assigned by the Office of Grants and Contracts (OGC) to a specific proposal.
Parent#: the original Project# assigned to an existing project that has to be referenced for any supplemental, continuation or renewal proposal.

1. **<u>Investigator Information:</u>**
   Enter the PI, Co-PI/Co-I, or Key Personnel name, administering Department, and select the College/Unit from the dropdown menu. Occasionally, this may vary from the home department. Personnel effort should be compliant with CSU Fullerton Auxiliary Services Corporation (ASC) and university's Additional Employment and Cost Sharing policies. MPP Administrators such as Deans, Associate Deans, AVPs, etc. serving as PIs or key personnel must have a letter from their Supervisor approving overload effort in addition to meeting the criteria described in the Additional Employment policy.

2. **<u>Sponsor Name:</u>** Enter the name of the organization to whom California State University, Fullerton (CSUF) will be submitting the proposal directly. Identify specific sponsor institute or division (as applicable), funding opportunity/ program name (e.g., Title V, Career, FIPSE, RO1, etc.), and funding opportunity number, if known. Identify CFDA number for all federal grants or federal flow-through (for example, proposal is for subcontract from UCLA, and Prime funder is NSF).

3. **<u>Project Title:</u>** Enter a descriptive title of the proposed project. Ensure that Sponsor naming guideline is followed. For example, some federal sponsors require a specific prefix in the project title (e.g., "Career: xxx").

4. **<u>Funding Source:</u>** Check the box that best categorizes the funding stream. **Check only one box:**
   Federal - if funding is <u>directly</u> received from any agency of the United States federal government
   Federal Flow-Through – if funds are received from an institution to which proposal is directly submitted, but primary source of funding is a Federal agency. For example, submission is a subcontract proposal to UCLA (direct funder), and the Primary source of funds is US Department of Education
   State of California – if funding is <u>directly</u> from any agency of the State of California
   State Flow-Through – if funding from a CA state agency is received through another institution. For example, submission is a subcontract to UCLA, and prime funding source is California Department of Education
   Local - any U.S. university, community college district, K-12 school district, or city, county, municipality, or other local government entity, or state (except CA) in the U.S.
   Private/Business For Profit- any business or for-profit organizations located in the U.S.
   Non-Profit/Foundation - U.S. nonprofit foundations and private organizations or associations.
   Foreign – any sponsor located outside of the United States
   <u>NOTE</u>**:** *For a **subcontract proposal** where the **primary source of funding is nonprofit/private foundation or business/for profit, the funding source (#4) should be identified non-profit/private foundation or business/for profit** (as applicable). For example, a subcontract proposal to UCLA where the prime funder is Ford Foundation should be marked as "non-profit/private foundation."*

5. **<u>Type of Proposal:</u>** Check the appropriate box to indicate whether the project will be a grant, contract or a subcontract. If contract or subcontract, also specify whether the sub/contract will be a fixed price sub/contract or cost reimbursement sub/contract. For internal purposes, a detailed budget and draft budget justification are required in both cases. **Subcontracts must always list a Prime sponsor.**

6. **Type of Application:** Select from the dropdown menu. Indicate the type of proposal or project that is being submitted for review. OGC number for a full proposal should use the same Project# as the pre-proposal or Letter of Intent, if applicable. For Revision, Supplement and Renewal, indicate the original OGC Project number (at the top-left of the form, next to Project #).

7. **Project Type:** The PI should select (dropdown menu) what best describes the nature of the project:

   - **Basic research –** undertaken primarily to acquire new knowledge without any particular application or use in mind.
   - **Applied research –** conducted to gain the knowledge or understanding to meet a specific, recognized need.
   - **Research Development –** the systematic use of the knowledge or understanding gained from research directed toward the production of useful materials, devices, systems, or methods, including the design and development of prototypes and processes.
   - **Public Service –** proposals that include expenses for activities established primarily to provide non-instructional services beneficial to individuals and groups external to the institution. (e.g. Conferences, evaluation services, general advisory services, reference bureaus, and similar services provided to external groups,
   - **Scholarships & Fellowships –** projects primarily to provide trainee stipends, tuition and fee waivers; grants awarded to the institution primarily to support fellowships or scholarships
   - **Equipment** – proposals that request funding or support primarily for equipment purchase, instrumentation or fabrication.
   - **Curriculum Development/Instruction/Training–** Funds are awarded to assist faculty in developing new curriculum, redesigning programs and courses, and accomplishing other activities related to teaching and learning.
   - **Construction –** projects primarily for renovation or construction.
   - **Student Services/Support** – proposals whose primary purpose is to contribute to students emotional and physical well-being and to students' intellectual, cultural, and social development outside the context of the formal instructional program.

8. **Sponsor Deadline:** Check the box that appropriately describes the type of deadline and enter the deadline or target date for the submission of the grant proposal or contract, as well as the time, and time zone. Extra time should be allotted for hard copy submission. In the case of electronic submissions, verify the University is registered with the submission portal and, if applicable, the PI is registered and the affiliation and contact information are correct.

9. **Facilities & Administrative Costs/Indirect Costs (F&A/IDC) and Location:** Indicate what IDC rate will be applied to this award. Specify the type of IDC base. Select box if project will take place "ON" or "OFF" campus. If the IDC is reduced, note if it is sponsor policy, or if a waiver has been approved. Upload supporting documentation into Cayuse. If majority of project is off-campus, specify location(s), make a comment in the notes section of Cayuse, and upload the supporting documentation and off-campus IDC form. Please note that private residences do not qualify as off-campus locations.

10. **Brief Description of Project:** Provide 2 or 3 sentence description of the project.

11. **Applicable keywords:** Please select all keywords that apply to the proposal. For example, mark "UC Collaborators" if this project involves collaborative activities with a University of California researcher/team.

12. **Total Funds Requested:** Verify that these amounts match the final, submitted proposal budget.

13. **Proposed Project Period:** Verify that these dates match the final, submitted proposal

14. **Cost Sharing:** Enter the proposed cost sharing/matching amount in the appropriate space(s) and the source(s) of the funds. Also indicate whether the funds proposed are in-kind (non-monetary) or cash. **Voluntary Cost Sharing is discouraged.** Any included Cost Sharing should be consistent with both the Sponsor's and ASC's Cost Sharing policy.

15. **Additional Budget Information & Resources:** Mark appropriate/applicable box(es). The corresponding campus official will be added to the Cayuse Routing and approval chain.

16. **Intellectual Property:** Mark applicable and appropriate box(es), if any new IP is expected to be generated/ developed from the project.

17. **Verification of Compliance:** Mark appropriate/applicable box(es) and select status (as applicable). If "Approved" is selected in the drop down menu, ensure the Date and Protocol # are entered.

18. **Clinical Trial Checklist:** Complete **only i**f proposal is to NIH. Mark "yes" or "no" for each question.

19. **Involvement of Students:** Mark appropriate box(es) as they relate to CSUF's Scope of work and final budget.

20. **Involvement of Post doc(s):** Complete as applicable to the project.

21. **Risk Management Review items:** Check all items that are applicable to the project.
    If minors are involved, and CSUF faculty, staff or students have interaction with minors, **Livescan costs** should be included in the proposal budget. Please check with PI/Project Director.

22. **EHS items.** Check all items that are applicable to the project.

23. **IBC items.** Check all items that are applicable to the project.

GENERAL CLARIFICATIONS & EXAMPLES:

Consultants, Collaborators, partners: Mark YES if project includes hiring of non-CSUF consultants or if this project requires written agreements (e.g. Memorandum of Understanding, Non-Disclosure Agreement, Intellectual Property Agreement, etc.) with Collaborators or Project Partners *besides the Sponsor*. Otherwise, mark NO.

ENVIRONMENTAL HEALTH AND SAFETY REVIEW ITEMS
Note: *Currently, CSUF laboratories are not equipped for BSF level 3 research.*

Minor: any individual under 18 years old.

Working with Countries subject to U.S. restrictions: Please see
https://home.treasury.gov/policy-issues/financial-sanctions/sanctions-programs-and-country-information
for a current list of comprehensive embargoed countries, OFAC or EAR targeted sanctions and territories, ITAR-prohibited countries, etc.

Link to Facilities and Administrative Cost (Indirect Cost) Rate Agreement:

http://www.fullerton.edu/doresearch/resource_library/policies/CSUF%20Rate%20Agreement.pdf

DEFINITIONS
Organized Research – use this rate for research and development activities that are sponsored by federal and non-federal agencies and organizations. This term includes the training of individuals in research techniques (commonly called research training) where training takes place in the same facilities as other research and development activities and when such activities are not included in the instruction/training function of the university.

Instruction – use this rate when the primary purpose of the project involves training, curriculum development, instruction, demonstration, or efforts to improve pedagogical methods. Instructional projects may include some elements of research, particularly if new techniques of instruction or curriculum content are being developed. This term does not include the training of individuals in research techniques, commonly referred to as research training.

Other Sponsored Activities - Use this rate also for health service projects, community service programs, and other projects that do not fall under the definition of "Organized Research" or "Instruction."

The table below provides general application of IDC rates. This may vary depending on specific instructions provided in the RFP/Program Guidelines and/or project description.

PROJECT TYPE (as noted in the OGC Routing Form)	IDC RATE
Basic Research	Sponsored Research (42% or 26% for off campus project)
Applied Research	Sponsored Research (42% or 26% for off campus project)
Research Development	Sponsored Research (42% or 26% for off campus project)
Curriculum Development/Instruction	Instruction (45% or 26% for off campus project)
Training	Other Activities (37% or 26% for off campus projects)
Student Services/Support	Other Activities (37% or 26% for off campus projects)
Public Service	Other Activities (37% or 26% for off campus projects)
Scholarships and Fellowships	N/A. See language on our IDC rate agreement regarding exclusions for MTDC.
Equipment	Generally N/A based on federal rate agreement
Construction	Generally N/A based on federal rate agreement