

Routing Your Research Proposal:

Why, How, and What Happens
Next?

R&ED Research Services Office



Routing proposals – WHY?

- Proposals must receive administrative approval before submission => Routing
- All faculty members who prepare research proposals should follow the Proposal Routing procedure so that New Mexico Tech can keep accurate records of grants requested and received.



Routing proposals – WHY?

- The R&ED Office must provide data on Tech's funding success rate to
 - the State Legislature
 - the Board of Regents
 - the President of NM Tech
 - various other entities



Routing proposals – WHY?

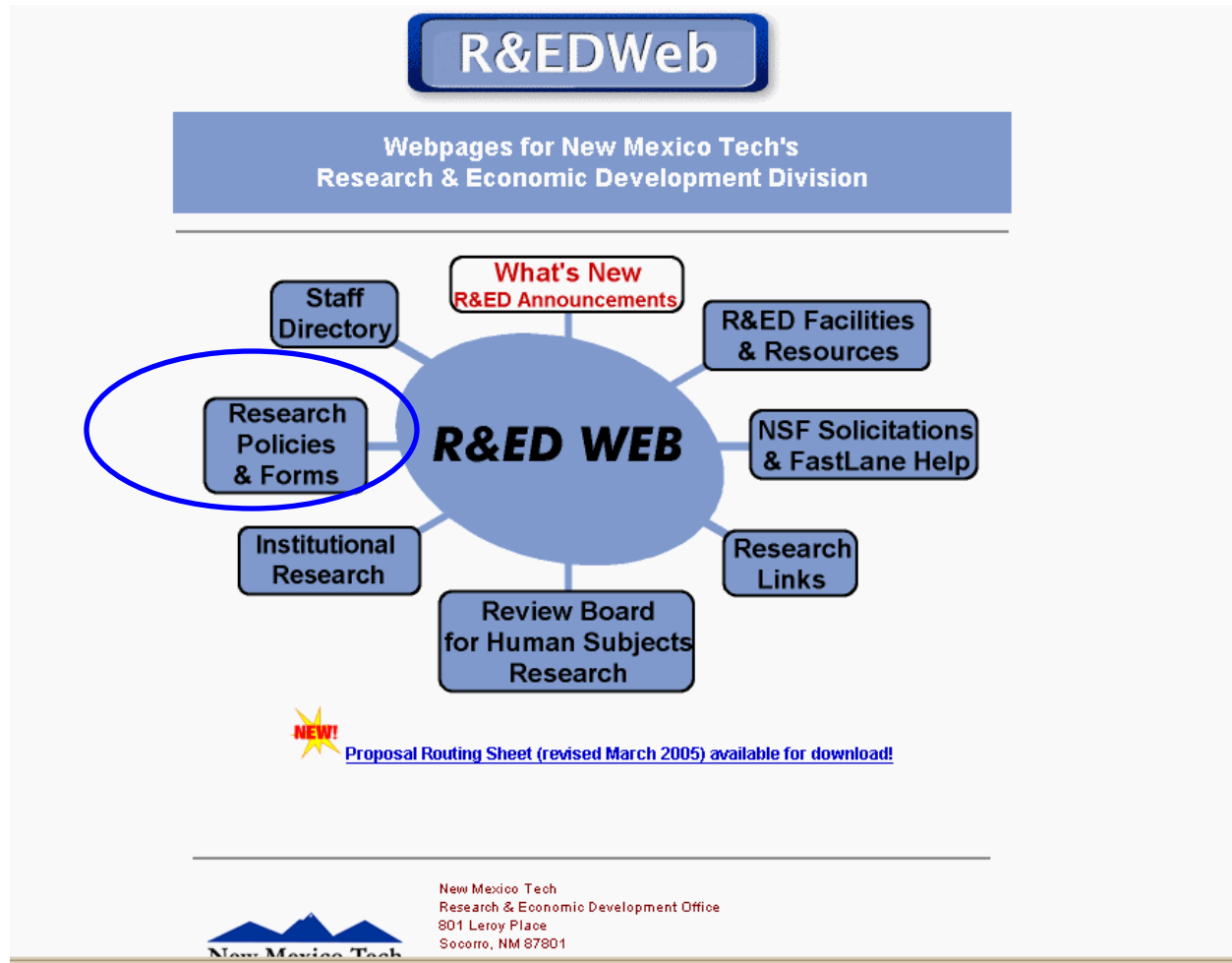
- R&ED uses the Routing Sheet to track the following data for each proposal:
 - Principal Investigator(s)
 - Agency to which proposal is being submitted
 - Amount of requested funding
 - Amount of cost sharing required for the project (if any), and the source(s) of such cost-sharing
 - Amount of overhead required for the project
 - Equipment that may be purchased for the project
 - When the research project would start and its duration



Routing proposals – HOW?

- Step 1: Get a Proposal Routing Sheet
- These are available online at
www.nmt.edu/~red/policies.html
 - Downloadable as Word Document or PDF
 - You can type information into the Word Document; the PDF document must be completed by hand.

R&ED Home Page – www.nmt.edu/~red/



R&ED Policies and Forms Page

General Research Forms		
Form Title:	What it's used for:	Choose a format for download:
Proposal Routing Sheet	Complete this form, attach it to your research proposal, and route it for administrative signatures BEFORE submitting the proposal to a funding agency.	Word Format Adobe PDF Format
Conflict of Interest Disclosure Form	You must disclose any financial conflicts of interest that exist for any of your research projects. Complete this form and include it with your proposal when you route it for administrative signatures.	Word Format Adobe PDF Format
Summer Salary	Use this form to request a summer salary. You must have a valid account number to draw from.	Word Format Adobe PDF Format
	...ct that professors and/or ...n use for their graduate	Word Format Adobe PDF Format

Choose your preferred format.

Also download and complete the Conflict of Interest Disclosure Form if you are planning to submit an NSF Proposal.

Routing sheet: Top section

Brief title of proposal:		
Agency to which proposal will be submitted:		
ONLINE Submission to a Federal Agency required? <input type="checkbox"/> NSF <input type="checkbox"/> DOE <input type="checkbox"/> Grants.gov <input type="checkbox"/> NSPIRES (NASA) <input type="checkbox"/> OTHER		Type of Proposal: <input type="checkbox"/> NEW <input type="checkbox"/> RENEWAL <input type="checkbox"/> REVISED BUDGET
Proposed start date of project:	End date:	
Principal Investigator(s):		
Dept:	Phone:	Email:

- Fill out this section as completely as possible.
- In particular – we need to know ASAP if you are going to submit the proposal electronically!

Routing sheet: Financial section

TOTAL FUNDING REQUESTED IN THIS PROPOSAL: Total Direct Costs: _____ Total Indirect Costs: _____ Total Overall Cost: _____ Indirect Cost Rate used: _____ Entitled Overhead Rate: _____		STUDENT SUPPORT REQUESTED IN THIS PROPOSAL: Undergraduate: _____ Graduate: _____ Total Student Support: _____	
Does the agency require cost sharing in this proposal? <input type="checkbox"/> NO <input type="checkbox"/> YES		Are Cost Sharing/Matching Funds included in this proposal? <input type="checkbox"/> NO <input type="checkbox"/> YES -- If yes, please provide the following information:	
Amt. Of Cost Sharing: _____ _____	Source: _____ _____	NM Tech Acct. Number: _____ _____	Approval (Required before Routing!): _____ _____
Does the agency require Overhead to be waived? <input type="checkbox"/> NO <input type="checkbox"/> YES -- If yes, please attach a brief explanation to this sheet			
Percent of time to be committed to project by PI:		Percent of time to be committed to project by Co-PI:	
Existing NM Tech equipment and facilities to be used for this project:			

- ❑ Indirect Cost = Overhead, which is a percentage of Direct Cost. Overhead rates are available online.
- ❑ Cost-Sharing – It is crucial that you get cost-sharing approved by the responsible office/dept!

Routing sheet: Human subjects?




HUMAN SUBJECTS / ANIMAL RESEARCH: ALL projects involving human or animal subjects must be reviewed and approved by Tech's IRB or IACUC before research can begin.

This project WILL involve: HUMAN SUBJECTS ANIMALS

Have all research staff (including the PI) completed the required training course? NO YES

- Research involving Humans or Animals **MUST** be reviewed and approved **PRIOR** to beginning your research project. Contact the Research Services Office if you plan to conduct these types of research projects!

Routing sheet: Signature block

 Principal Investigator:	Date:
 Department Chair or Supervisor:	Date:
 Restricted Funds Accounting:	Date:
VP for Academic Affairs OR Division Director:	Date:
VP for Research & Economic Development:	Date:
VP for Administration & Finance:	Date:
President:	Date:
R&ED Database Admin:	Date:

- You sign as PI and have your Dept. Chair sign.
- Start in Restricted Funds (Grants & Contracts) – They review your budget and verify that certain legal obligations are being met.

Signature block, continued

Principal Investigator:	Date:
Department Chair or Supervisor:	Date:
Restricted Funds Accounting:	Date:
VP for Academic Affairs OR Division Director:	Date:
VP for Research & Economic Development:	Date:
VP for Administration & Finance:	Date:
President:	Date:
R&ED Database Admin:	Date:

- Vice Presidents and President sign to indicate approval.
- Last Stop: Research Services – Proposal is entered into the R&ED Database and copied; original is returned to you for delivery to Grantor



Routing Complete -- What Happens Next?

- Submission to Funding Agency
 - Submitting proposal in hard copy via U.S. Mail, Fed-Ex, etc.: **The PI or Dept. Secretary handles this type of submission**
 - Submitting proposal via email: **The PI typically handles this type of submission**
 - Submitting proposal electronically via special website: **The Research Services Office submits proposal for you**



Electronic proposal submission

- ❑ Most federal agencies are moving to online submission
- ❑ Some agencies have their own submission portals (NSF, DOE, NASA, NIH)
- ❑ Many are using Grants.gov
- ❑ Specific procedures for each website/portal; Some are much more labor-intensive than others



Suggestions from the RSO

- If your proposal must be submitted electronically, let me know ASAP.
- **READ the announcement or solicitation** – it reduces time and stress when you follow the directions right from the start. You don't want to revamp the proposal right before submission.



R&ED Research Services Office

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