

PI must download Grants and Contracts Routing form (must be signed by Department Chairperson and filled out completely)



Submit the above routing form along with...

- ◆ original grant application
- ◆ detailed budget
- ◆ sponsors application guidelines (if applicable)
- ◆ a copy of Institutional committee approval letters (if pending initials from the appropriate committee member must be obtained on the routing form)



Office of Sponsored Projects will...

- ◆ log the study into the ORA database
- ◆ check the application for completeness and accuracy according to sponsor guidelines
- ◆ review budget calculations to make sure the proper rates are being applied
- ◆ make sure all institutional approvals are in place
- ◆ prepare any additional letters or agreements that may need to accompany the application
- ◆ obtain the necessary institutional signatures and return the original to the PI for submission to the sponsor



NIH Notice of Grant Award (NGA) are sent directly to Fund Accounting and they will notify the PI of the new fund number and the amount of award. Other award notices are sent to the PI or OSRP. If the PI receives the notice, forward it to OSRP. OSRP will request Fund Accounting to setup a fund for all non-NIH awards.