Oklahoma State University
Guidelines for Completion of the Routing Sheet

This document provides guidance for completing the OSU Routing Sheet. The routing sheet is the **internal** document that allows for an administrative review and approval of all proposals and awards. The routing sheet is a summary of the activities proposed or awarded. What is completed on the routing does not supersede the information provided in the material to be attached which is detailed later.

There are five (5) sections to the routing sheet: Part 1--Administrative Information; Part 2--Financial Information; Part 3--Compliance Information; Part 4--Comments & Special Information; and Part 5--Approvals. In addition to the routing sheet, there are additional forms which may need to be included: Additional Investigators & Approvals; NIH Certifications; Cost Share Details; Export Control Review; Vice President for Research and Technology Transfer (VPRTT) Cost Share. Detailed information about what should be included in the routing package is provided in the "OSU Routing System-The Routing Process" document.

This original document file should be downloaded from University Research Services' web site. Check frequently for the latest version. Navigate through the document by tabbing to each field. If a change is made after initial entry, be sure to tab out of that field to save the changes.

Part 1
This section of the routing sheet captures basic information. The boxed section in the upper right quadrant **requires** entry of a **Primary Routing #**. The format and structure for the Routing # can be found in the "OSU Routing System-The Routing Sheet" document.

The Primary Routing # should represent the originating college or administrative office taking primary responsibility for the routing sheet and supporting documentation. This entity will be the contact point and notified when the routing is complete.

Additional Routing #'s may be indicated in "**Other Routing #'s**". The number(s) listed should follow the same standard format. It is advisable that if more than two other routing numbers are going to be listed use the "Master Routing" method described in "OSU Routing System-The Routing Sheet" document. This allows proper credit to be given to all parties and will result in less confusion when budgets are split between multiple PIs, departments, and colleges. If the project is very complex and has multiple PIs and/or multiple departments even within the same college, it is advisable to split the routing by departments, again for proper credit to be given. More than one routing number per college can be issued to a complex project.

Date Needed By: Is not a required field but completion of a specific date will aid in the processing of the material.
- If a routing is marked "**RUSH**", that normally means there are documents that need to be signed by the university's Authorized Official, AND it is needed by the originating office in less time than the normal routing process takes. Generally, the normal routing process should take 3-5 days.
- If a routing is a "**Walk Thru**", that normally means there are documents that need to be signed by the university's Authorized Official, AND the originating office needs the routing package back in less than one working day. The originating office is responsible for taking the routing package to all the required administrative stops.

    If an award is being routed and no award document(s) require official signature, generally the routing should not be marked "RUSH" or "Walk Thru". If funds are needed immediately, an Emergency Account Number Request should be sent to GCFA.

Indicate in the appropriate box(es) if signatures are required on supporting document(s):
- **Requires Official Signature**: A signature is required by the university's Authorized Official. Indicate how many times the signature is required. Flag each place where a signature (or initial) is required.

- **Requires Notarization:** The Authorized Official's signature needs to be notarized. If a notarization is required, extra time may be needed. A "Witness or Attest" requirement is different than the requirement of a notary.
- **Requires Other Signature**: Someone other than the Authorized Official but someone in the administration needs to sign the supporting document(s). Indicate who that person is and flag each place where a signature is required.

Prepared by: Is a **required** field, as is the "**PH #**". This is the college/unit contact who can answer questions or who can refer questions to the appropriate person about what is on the routing sheet or in the supporting documentation. This is also used to determine where the completed routing package will be sent or who will be contacted to pick up the material.

Date: Is **required** and is the date the routing document is being completed.

The "**Routing Action**" is **required.** The options to select from are:
- **Proposal New**: Use when supporting documentation is being submitted to a sponsor for the first time. It is not a continuation of a project. The project being proposed is competing for funds based on its own merits, although it may use information collected or determined from other projects.
- **Acceptance New**: Use when supporting documentation is confirmation of funds being awarded to the university which have not been previously documented.
- **Noncompeting Renewal**: Use to indicate awards that are recommended for a second or subsequent budget period within a previously approved project period (i.e., accepting Year 2 of an award). A full proposal is generally not submitted. A progress report may be required for continued support but does not undergo peer review.
- **Proposal Modification**: Use to indicate when the proposal document originally routed has been modified and approval is needed by the Authorized Official. This is also applicable for an **existing award** where additional funds, extension of time, budget modification, etc. is being requested from your sponsor but it has not yet been **approved**.
- **Acceptance Modification**: Use when accepting a change to an **existing** award (i.e., when additional funds are received, a budget modification has been approved, the end date has changed, etc.). Key is that the action is occurring to an existing award AND has been approved by the sponsor.
- **Subagreement OUT**: Use when routing a subagreement out to an entity from an existing award.
- **Other**: This option should be used on a limited basis for activity that does not fit any of the above categories. Generally, no funds should be indicated in "**Amount Requested**" or "**Amount Awarded**". If used, a justification **must be** included in **Part 4**.

The "**Source of Funding**" is **required**. The options to select from are:
- **Federal**: Use to indicate the funds are coming directly from a federal source.
- **Private**: Use to indicate the funds are coming directly from a private entity (company, foundation, non-State of Oklahoma government entity, etc.). Generally, funds from other states colleges and universities will be "**Private**" or "**Flow-Thru**".
- **State**: Use to indicate the funds are coming directly from a State of Oklahoma government entity. Most councils, boards, etc. within the state are "Private". If in question, contact GCFA.
- **Flow-Thru**: Use to indicate the funds are not direct sponsor dollars. Indicate in "**Flow-Thru Funding Source**" the origin of the funds (i.e., USDA, NIH, NSF, OCAST). The name of the original funder is the key, especially if it's federal funds. *Example: NIH issues an award to OSRHE. They in-turn issue an award to OMRF. OMRF issues OSU a subaward. NIH should be indicated as the "***Flow-Thru Funding Source***".*
- **International**: Use if the funds are coming directly from an international source. This does not mean activities will be conducted internationally.

The "**Begin Date**" is a specific numerical date. If the exact date is subject to conditions, (date of final signature, for example), indicate the probable date and a correction can be made when the official date has been determined.

The "**End Date**" is a specific numerical date. No open-ended dates will be allowed. If you have a project that is truly open-ended, pick a date exceeding that and it can be corrected at a later date. *An example of an end date for this situation could be: 01/01/2050.*

The "**Project Title**" should be exactly as submitted and/or approved by the sponsor. GCFA has a system limit of 80 characters. They will, at their discretion, create a title up to the maximum for internal use. *NOTE: The account system also requires a short title, 20 maximum characters, to be entered. If you have a preference for either title, please indicate so on the routing.*
The "**Sponsor Name**" should indicate the official name of who OSU is directly submitting and receiving documents from. The name should be written out. Acronyms should be explained. *Reminder: If this entity is not the originator of the funds, the originator should be listed in "***Flow-Thru Funding Source***".*

The "**Reference #**" is for any number used to track the documentation attached to the routing sheet. It may be a contract, award, modification, or solicitation number. It is up to the college/administrative unit's discretion on how to use this space. *This is an optional field.*

The "**Amount Requested**" should be specific to the documentation attached. If routing a New Proposal, the full amount of the request should be listed. Budget splits should be detailed in **Part 4** or use the Master Routing procedures and detail each split on a separate routing. If routing a modification, indicate only the amount of the change; either positive or negative.

The "**Amount Awarded**" should be specific to the documentation attached. If routing a New Acceptance, the full amount of the award should be listed. Budget splits should be detailed in **Part 4** or use the Master Routing procedures and detail each split on a separate routing. If routing a modification, indicate only the amount of the change; either positive or negative.

> *NOTE Regarding University Research Services Data Capturing: If split amounts are not denoted specifically on the routing sheet for colleges, departments, and PIs; the information cannot be captured accurately in the database. URS does not retain any back-up material including internal spreadsheets.*

Account #: Is the OSU account number assigned by GCFA with the exception of DASNR.

The "**Project #**" is unique to DASNR with a few exceptions. Department in DASNR must indicate which project the item being routed relates to if this is to be used for project accounting. This must be a current project. Verification is done by the DASNR Sponsored Programs Office.

CFDA #: Is the Catalog of Federal Domestic Assistance number for the federal program to which the proposal is being submitted.

The "**Research Type**" is **required** for federal reporting. The options are:
- **Applied**: Research conducted to gain the knowledge or understanding to meet a specific, recognized need.
- **Basic**: Research undertaken primarily to acquire new knowledge without any particular application or use in mind.
- **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.
- **Reset/NA**: Use this option if you need to reset a previous selection or if this question is not applicable.

Part 2

This section, "**Financial Information**", contains a summary of key factors that impact a project. Additional supporting materials may be required for this section. Indicate in the boxes provided what additional information has been supplied for items in this section.

Is recovery of F&A limited: This question will default to "**No**"; however, if the sponsor has limited the amount of F&A the university can collect, change the answer to "**Yes**" and indicated the amount allowed next to "**If "yes", % allowed**". Also, indicate that additional documentation, "**Waived F&A Documentation**" is attached **or** in **Part 4** be sure to include the link to the sponsor's website where the information can be found.

Amt & % F&A WAIVED: Indicate the dollar amount and percentage of WAIVED F&A on the SPONSOR'S portion based on the university's method of calculating F&A (MTDC).

Amt & % F&A RECEIVED: Indicate the dollar amount and percentage of RECEIVED F&A the university will receive from the sponsor.

Is Subcontractor(s) requested: Indicate "No" if no subcontracts will be issued by OSU. Indicated "Yes" if subcontracts will be issued by OSU and include the total amount of all subcontracts for **THIS** routing.

Equipment budgeted: Indicate the dollar amount of equipment to be purchased from SPONSOR funds. If university funds will be used to purchase equipment as cost share, indicated the total amount.

GRA Tuition: An answer is **required**. The options are:
* **Rate Used**: If the university's rate can be automatically applied, select this option and indicate the amount in the space provided. This option should be used even if no GRA is currently budgeted and the sponsor does not specifically disallow it.
* **Exhibit A Used**: If tuition is allowed but must be manually entered on the account, select this option and indicated the amount in the space provided.
* **Not Allowed**: If tuition is not allowed to be charged by the sponsor, select this option.

Other F&A exempt costs: Indicate "No" if there are no other costs listed in the budget which are exempt from university's F&A calculations. Indicate "Yes" if there are other costs exempt listed in the budget and indicated the total amount of the item(s). *Examples of other exempt items are: capital expenditures, patient care, tuition remission, rental costs, scholarships, and fellowships.*

Are there CAS exceptions: This question will default to "**No**"; however, if there are CAS exceptions applicable to the routing, change the answer to "Yes" and note them on the line provided.

COST SHARE: Is a subsection under **Part 2**.

Is Cost Sharing required: This question will default to "**No**"; however, if Cost Sharing if a mandatory requirement of the sponsor, change the response to "Yes". Complete "**If "yes", what %**" and the box at the top of this section "**Cost Share Details/Documentation**" should be indicated. Part 4 may also be used to explain the requirement and commitment.

Third Party Cost Share: This question will default to "**No**"; however, if cost share from a source outside the university is being committed/received, change the response to "Yes". Provide the actual dollar amount next to "**If "yes", $:**". *NOTE: Funds given directly to the university for cost sharing should not be included in this section. Those should be routed separately and a different account will be setup to manage and document them.*

VPR Cost Share REQUESTED: This question will default to "**No**". If requesting direct funds from the Vice President for Research and Technology Transfer for cost share, change the response to "Yes" and include the required form "Request for Cost Share from the VPR Program" located at: https://research.okstate.edu/forms-and-agreements.html. Also, indicate at the top of the section the "**VPRTT Cost Share Form**" is included in additional documentation.

Provide the actual dollar amount for each of the following:
- **Total Direct Cost Share**
- **F&A on Direct Cost Share**
- **Sponsor Waived F&A**
- **TOTAL COST SHARE**: This will calculate automatically

Cost Share Acct#(s): Provide the account number(s) for all the funds identified as Direct Cost Share.

Part 3

This section, "**Compliance Information**", is designed to capture information needed to ensure compliance with Federal, State, and University requirements. It is the intent for the majority of the section to be completed by the Principal Investigator (PI). All items **MUST BE COMPLETED** for NEW proposals, awards, and non-competing awards. For all other routings, consider what the intent of the routing is and if any of the "Compliance Information" has changed or been impacted by the supporting documents being routed.

Detailed information regarding items monitored by University Research Compliance (URC) can be found at: http://compliance.okstate.edu. Information provided in **Part 3** will be compared with relevant information (e.g., protocols or standard operating procedures) on file with URC. Additionally, protocols and SOPs on file with the applicable compliance committee(s) will be compared with the statement of work included with the routing. If a statement of work does not contain information specific to research compliance, pertinent information should be provided via **Part 4** of the routing sheet or via addendum. *For example, if the statement of work does not list the radioisotopes the PI proposes to use during the project, the isotopes should be listed in* **Part 4**.

URC has established a standard set of terms and phrases for use with routing sheets when the appropriate compliance approvals have not been obtained. These terms and phrases, which are outlined below, must be added to pertinent routing sheets prior to forwarding these documents for administrative approval.
- Following is standard language that is to be inserted in the "**Expires on**" or "**Approved**" space when the appropriate compliance committee approvals have not yet been obtained:
  - ☐ ***To be filed**: Is to be used when the investigator has not submitted an application to URC/compliance committee. This should be followed by a notation in Part 4. Below are standard phrases for the respective committee:
    - **Human Subject** (IRB): *This project will be submitted to the IRB for review and approval prior to subject recruitment and data collection.
    - **Animal Use** (IACUC): *This project will be submitted to the IACUC for review and approval prior to initiating activities with animals.
    - **Recombinant DNA** (IBC): *This project will be submitted to the IBC for review and approval prior to the initiation of the research.
    - **Infectious Agents, Toxins, Prions** (IBC): *This project will be submitted to the IBC for review and approval prior to the initiation of the research.
    - **Radioactive Materials/X-ray Devices** (RSC): *I understand that I must obtain approval from the Radiation Safety Committee prior to initiating activities involving x-ray devices or radioactive materials, including the procurement of radioisotopes.
      NOTE: If you are proposing to work with radioactive materials or x-ray devices but have not yet obtained the approval of the Radiation Safety Committee to work with the particular isotope(s) or x-ray device(s) referenced in your proposal, you must complete the appropriate Project Information Form and submit it to the Radiation Safety Officer (219 Cordell North). PIs proposing to work with radioisotopes must complete the "Project Information Form for Use of Radioactive Materials" and PIs proposing to work with x-ray devices must complete the "Project Information Form for Use of X-ray Producing Equipment or Particle Producing/Accelerator Equipment," in conjunction with completing the routing sheet. Both forms are available via the

Office of University Research Compliance Website at
http://compliance.okstate.edu/rso/forms-and-documents, along with completed
examples of both forms. The Assistant Vice President for Research Compliance will
not sign the routing sheet until the appropriate SOP form has been received by the
Radiation Safety Officer.

- ▪ **Laser Safety Inspection (Class 3b & 4)** (LSC): *Approval will be obtained from the Laser Safety Officer prior to initiating research with Class 3b or Class 4 lasers.
- ☐ ***Pending**: Is to be used when the investigator has submitted an application to the URC/compliance committee and is awaiting a response from the URC or a committee.

Human Subjects: Indicate "No" or "Yes" if this project involves working with human subjects. If "Yes", indicate the date on which the project's Institutional Review Board (IRB) approval expires and insert the IRB protocol number assigned to the project OR follow the procedure outlined above. Questions concerning the need for IRB approval should be directed to the IRB Manager, 744.5700, or see: https://research.okstate.edu/compliance/irb/index.html.

Animal Use: Indicate "No" or "Yes" if this project involves working with live vertebrate animals. If "Yes", indicate the date on which the project's Institutional Animal Care & Use Committee (IACUC) approval expires and insert the IACUC protocol number assigned to the project OR follow the procedure outlined above. Questions concerning the need for IACUC approval should be directed to the IACUC Manager, 744.3592, or see: https://research.okstate.edu/compliance/iacuc/index.html.

Recombinant DNA: Indicate "No" or "Yes" if this project involves working with recombinant DNA. If "Yes", indicate the date on which the project's Institutional Biosafety Committee (IBC) approval expires and insert the IBC protocol number assigned to the project OR follow the procedure outlined above. Questions concerning the need for IBC approval should be directed to the Biological Safety Officer, 744.3203, or see: https://research.okstate.edu/compliance/ibc/index.html.

Infectious Agents, Toxins, Prions: Indicate "No" or "Yes" if this project involves agents that are infectious to humans, animals, and/or plants (including toxins and prions), as work with these agents requires Institutional Biosafety Committee (IBC) review and approval. If "Yes", indicate the date on which the project's IBC approval expires and insert the IBC protocol number assigned to the project OR follow the procedure outlined above. Questions concerning the need for IBC approval should be directed to the Biological Safety Officer, 744.3203, or see: https://research.okstate.edu/compliance/ibc/index.html.

Radioactive Materials/X-ray Devices: Indicate "No" or "Yes" if this project involves the use of radioactive materials and/or x-ray emitting equipment. If "Yes", indicate the date the application for use of the particular radioisotope(s) and/or x-ray device(s) was approved by the Radiation Safety Committee (RSC) and indicate the application number assigned to the project OR follow the procedure outlined above. Questions concerning the need for RSC approval should be directed to the Radiation Safety Officer, 744.1676, or see: https://research.okstate.edu/compliance/rso/index.html.

Laser Safety Inspection (Class 3b & 4): Indicate "No" or "Yes" if this project involves the use of Class 3b and/or Class 4 lasers. If "Yes", provide the date the Laser Safety Officer approved the laser configuration being used for the project and insert the address of the laboratory where the laser is located. Also, if the lasers are made in the PI's lab and the power requirements are >0.25 W or >10 $^{-6}$J/cm^2 and those lasers are included in their inventory; approval must be obtained from the Laser Safety Officer. Questions concerning the use of lasers should be directed to the Laser Safety Officer, 744- 7228, or see: https://research.okstate.edu/compliance/lso/index.html.

Hazardous Chemicals: Indicate "No:" or "Yes" if this project involves the use of hazardous chemicals. If "Yes", provide the date of the last Chemical Inventory that was provided to the OSU Environmental Health and Safety Office (EHS).

Space is available for this project: Indicate "No" or "Yes". If "Yes", provide the location(s). If "No", explain in **Part 4**.

Are space alterations requested: Indicate "No" or "Yes". If "Yes", explain in **Part 4**.

Is this a Small Business Innovation Research/Small Business Technology Transfer (SBIR/STTR) project: Indicate the appropriate box:
- **Neither**
- **SBIR**: Small Business Innovation Research
- **STTR**: Small Business Technology Transfer

Is there confidential Information: Indicate which option is applicable:
- **None**: No exchange of confidential information.
- **In**: The PI will be receiving confidential information from the sponsor.
- **Out**: The PI will be giving confidential information to the sponsor.
- **Both**: The PI will be giving and receiving confidential information.

Do not route *any part of the document that contains confidential information or sanitize (black out) that information prior to routing it.*

Has Conf. Agreement/NDA been signed: Indicate which option is applicable:
- **No**
- **Pending**
- **Yes** – If "Yes", then provide date signed.

Do not route *confidentiality agreements/NDAs.*

Has a Material Transfer Agreement (MTA) been signed: Indicate which option is applicable:
- **No**
- **Pending**
- **Yes** – If "Yes", then provide date signed.

See *https://tdc.okstate.edu/ for more information concerning MTAs.* ***Do not route*** *MTAs.*

Do you or will you have foreign nationals involved with your research: A "foreign national" is a person who is not a citizen of the United States and does not have permanent resident status. A person with a valid "green card" is NOT considered a "foreign national" and has the same status as a US citizen. Indicate which option is applicable:
- **No**
- **Yes**
- **Unknown**

Have EAR/ITAR regs been reviewed: EAR stands for Export Administration Regulations. ITAR stands for International Traffic and Arms Regulations. For specific information about these regulations, visit URS's website at: https://research.okstate.edu/urs/earregulations.html or contact the Director of URC, 744.9995, for more information. Indicate which option is applicable:
- **No**
- **Yes**: If "Yes", the "**Export Control Review Form**" must be attached.

The *Export Control Review* *form must be completed, signed, and routed with all* ***Research awards only*** *– not Outreach (Extension) or Instruction unless the award is of a military nature. This includes modification when funds are being added.*

The form is required with all Research no-cost extensions of 6 months or longer IF the PI has indicated in Part 3 that a foreign national is on the project. If there are no foreign nationals, the form is not required.

If the award involves more than one college, each college should submit a completed form with the routing. If the award involves more than one task or project with different PIs, a form must be submitted for each task or project.

Subcontracts from OSU to an entity (outgoing) do not need the form, nor do routings for tuition/scholarship funds, student practicum agreements/payments, re-budgeting, or conferences.

Will there be any foreign travel: This may include trips for paper presentations, student travel, field research, etc. Indicate which option is applicable:

- **No**
- **Yes**: If "Yes", include the location(s).

Can this funding be linked back to EPSCoR $$$ - directly or indirectly?: Indicate if the funding indicated on the form can be linked back to receipt of EPSCoR funds either by direct or indirect methods.

- **No**
- **Yes**

Does sponsor reference Federal Information Security Management Act (FISMA) or FISMA-like language?:

- **No**
- **Yes**

Will this project need resources from the High Performance Computing Center (HPCC)?:

- **No**
- **Yes**

Does this project involve homeland security: Look at Homeland Security from a broad perspective. The title of the project or the proposal itself does not necessarily have to include the word "terrorism", "bioterrorism", etc. If the project remotely relates to an outcome that affects counter-terrorism, mark "Yes". *Some examples: food safety—the protection of prepackaged luncheon meat or the prevention of contamination of meat; environmental safety; the assistance of first responders—air-conditioned clothing; homeland security; prevention of an outbreak of disease in plants; i.e., any technology developed that could also be used to counter the effects of terrorism. Research related to training, the psychological effects of terrorism, how it affects animals, etc. may be included under this broad category. If unsure if a project involves homeland security, check with the Assistant Vice President for Research and Technology Transfer.* Indicate which option is applicable:

- **No**
- **Yes**: If "Yes", give a brief explanation in the space provided.

Involves CLASSIFIED information: Select the appropriate response for whether the project will involve working with "Classified" information.

Financial Conflict of Interest filed: This section should be completed by the appropriate college for NSF and Public Health Services routings, including NIH and any other agency that specifies. See University Research Services web site for a list of agencies with this requirement. This section is applicable to the lead PI. COI information for Co-PIs should be completed on the signature page for each Co-PI. Complete all applicable questions:

- **Financial Conflict of Interested filed**: Provide the date of the last FCOI filed with the responsible office.
- **Updates/Changes**: circle applicable response (**N** or **Y**).
- **Does a conflict exist**: answer correct response:
    - ☐ **No**
    - ☐ **Yes**: If "Yes", circle applicable response (**Pending** or **Resolved**)

Certified for NIH: Check this box when routing all NIH proposals, progress reports, and post-award prior approval requests. Remember to check on "**Flow-Thru**" projects. An additional NIH Certification signature page is available. It can be used at the discretion of the college to document PI compliance with NIH certifications and should be retained with the proposal/grant file only – **DO NOT ROUTE**.

Is OSU Faculty/A&P Overload pay requested: This question will default to "No". However, if overload is requested, change the response to "Yes" and be aware that obtaining this approval may take additional time in the routing process.

Part 4

This section, "**Comments & Special Information**", is for the additional information that may be necessary or helpful to explain the purpose of the routing and the supporting documentation. It may be used to clarify any of the requested information or expand on what was earlier provided. Examples include but are not limited to:

- Specific year of a multiple year award.
- Split budget information for PIs, departments, and/or colleges.
- Details on funding (i.e., budget reductions or increases, reallocation of resources, amount received to date, etc.)
- The method of receiving Cost of Education Allowance. If a department would like to receive 100% of the CEA, it must state so in this section.
- CAS exceptions (if more space is needed than provided in **Part 2**).
- Reasons for waiving F&A.
- Funding agency websites for reference.
- Compliance details (as indicated in **Part 3**).
- Noting contract review.
- Explanation of attached documentation.

Part 5

This section is for signatures approving the proposal and/or award. When signing, each individual is assuring that the proposal and/or award meets all university policies and procedures. If more signatures are required than space provided, complete and attach the "**Additional Investigators & Approvals**" form.

PI's Department/School: This is a **required** field. Indicate the name of the department and/or school submitting the routing sheet. This is the primary unit if more than one is listed on the routing sheet.

Address: This is a **required** field. Indicate the mailing address for the responsible unit. If routings are not picked up in URS, this is where they will be mailed.

ADACS Code: This information **must be provided** on **AWARD** routings.

Principal Investigator: Indicate the lead principal investigator. A co-PI or additional PIs should be listed on the "**Additional Investigators & Approvals**" form. The "**OP ID**" (*Operator ID*) is needed for the PI and any co-PI who will have an account. This is needed for Time and Effort Certification so the account will be viewable to the PI/co-PI. This ID is the same as the SIS account information. The OSU IT Help Desk can be contacted for assistance if this information is lost or unknown.

Department Head: Indicate the department head for the lead PI. Department Head(s) for co-PIs from other units or departments should be listed on the "**Additional Investigators & Approvals**" form.

Dean and/or Director: Indicate the dean or director of the lead PI. Dean and/or Director for co-PIs from other units should be listed on the "**Additional Investigators & Approvals**" form.

Research Compliance: The name of the responsible administrative official will be provided. If additional approvals are required, use the "**Additional Investigators & Approvals**" form.

Director of GCFA: The name of the responsible administrative official will be provided. If additional approvals are required, use the "**Additional Investigators & Approvals**" form.

Vice President for Research: The name of the responsible administrative official will be provided. If additional approvals are required, use the "**Additional Investigators & Approvals**" form. **Additional Investigators & Approvals**: If additional approvals are needed, indicate so in this box and attached the required form.

Page 1 of __: If additional pages/forms have been completed as part of the routing, indicate the number in the provided spot. This does not include the proposal or award documentation.