

## OSU Routing System

### Standard Operating Procedure - The Routing Sheet

The OSU routing sheet provides summary information for proposals and awards. The routing sheet serves two basic purposes: A) to track proposals, grants, contracts, and other agreements through the University administrative network; and B) to offer reasonable assurance that the University and the researcher are protected on financial and compliance related issues. The originating office, in cooperation with the principal investigator (PI), is responsible for the preparation of the routing sheet, and initiation of the routing process. The information on the routing sheet is for internal use only. It does not supersede the information provided in the documents attached to it.

- The routing forms consist of the following:
  1. Routing Sheet – Parts 1 through 5 (required)
  2. Signature Page(s) (additional signature pages are available if needed)
  3. Cost Share Details (use if applicable)
  4. VPR cost share form (use if applicable)
  5. Export Control Forms (use if applicable)
- The originating office identifies each routing sheet with a combination of letters and numbers in the following sequence:
  1. Responsible Administrative Unit - two letters. The letters designating responsible administrative units are:

#### College/Campus

AG - Agricultural Sciences and Natural Resources  
AS - Arts & Sciences  
BU - Business Administration (Spears School of Business)  
EN - Engineering, Architecture and Technology  
GR - Graduate College  
HE - Human Sciences, Education, Health and Aviation  
OC - Oklahoma State University - Oklahoma City  
OK - Oklahoma State University – Okmulgee  
(OSU Institute of Technology)  
OM - Center for Health Sciences (Osteopathic Medicine)  
TL - Oklahoma State University - Tulsa  
VM - Veterinary Medicine

#### Non-College

BF - Business & Finance  
FA - Financial Aid  
GU - General University  
IS - School of Global Studies & Partnerships  
SA - Student Affairs  
WC - Wellness Center

2. Fiscal Year (FY) - two digits. Example: July 1, 2010 – June 30, 2011 = 11

3. University Function - two letters. The letters designating functions are:

- EX - Extension (**AG/HS only**)
- OT - Outreach
- RI - Resident Instruction
- RS - Research

4. Sequential Number - maximum of three digits. Each originating office should number its routing sheet sequentially during a fiscal year.

- a. Proposals and awards for most departments and colleges within the University will be numbered beginning with "001" and are assigned by the appropriate college or department.
- b. University Research Services (URS) will assign GU, TL, and OSU Research Foundation (OSURF) routing numbers. The originating office must provide the project title, agency, name of PI, and the college or department contact person.
- c. Proposal and awards initiated by any office under the Division of Administration and Finance (BF) are assigned routing numbers by Grants and Contracts Financial Administration (GCFA). The originating office must provide the project title, agency, name of PI, and the college or department contact person.
- d. Proposals and awards to be routed through the OSU Foundation are numbered sequentially beginning with "900". This number is assigned by the originating office or college.

*Refer to the OSU Policies to determine whether a routing should go through OSU, CIED, or the OSU Foundation (See policy numbers 3-0252, 1-0301 and 7-0501).*

5. The routing number will remain consistent for the life of the proposal and any subsequent award(s).

Example of a routing number:       **EN-11-RS-001**

**EN** - College of Engineering, Architecture and Technology       (responsible Administrative unit)

**11** - FY (July 1, 2010 – June 30, 2011 = 11)

**RS** - Research (university function)

**001** - First routing sheet prepared this fiscal year by CEAT

When more than one College is involved in a proposal or an agreement, a routing packet, rather than a routing sheet, is prepared. (The routing packet is required only in those cases where inadequate space is available for required information from all units.) A routing packet for a multiple college proposal/award shall contain the following:

- Master routing sheet listing the data for the entire project and
- Individual routing sheets for each College providing the data for that entity's portion of the proposal or agreement. The individual Colleges prepare their routing sheets and forward them to the coordinating office, which prepares the master routing sheet.