



OFFICE FOR RESEARCH AND SPONSORED PROJECTS (ORSP)
LMU PROPOSAL ROUTING FORM

PROPOSAL INFORMATION:

LMU Applicant: _____ Department(s): _____

Co-Applicant(s)/ Collaborator(s): _____

Project Title: _____

Description: (max. 600 characters) _____

Funding Type: [] Grant [] Contract [] Cooperative Agreement [] Subcontract (Flow-through funds)

If a subcontract, list Lead Institution: _____

Proposal Type: [] New [] Resubmission [] Revision/ Supplemental Funding [] Renewal [] Continuation

If continuation or supplemental, list award#: _____

Project Period: _____ to _____

Funding Agency: _____

Agency Type: [] Federal [] State [] Local [] Private/Non-Profit [] Corporate/For-Profit [] International

Program: _____

Program/RFP # _____ CFDA # _____

Agency Contact: _____ Title: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Deadline: _____ [] Postmarked [] Receipt Notification Date: _____

BUDGET REQUEST:

Budget Notes:

This budget reflects total costs of this project. No other funds or support are requested for this project.

Direct Costs : \$ _____

Indirect Costs (F&A): \$ _____

Total Costs Requested: \$ _____

Cost Sharing Required by Agency? Yes [] No []

Cost Sharing Commitment: [] Dean _____ [] SVP/CAO (Rains) _____ [x] 3rd Party _____

For all cost sharing committed (cash or in-kind), you must attach your completed College/School Cost Sharing Agreement Form

SIGNATURES:

1. Applicant: _____ Date: _____

2. Department Chair: _____ Date: _____

3. Dean: _____ Date: _____

4. Director, ORSP: _____ Date: _____

5. Dean of Graduate Studies & VP for
Research

Date: _____

SAMPLE

PROJECT REQUIREMENTS	Check the appropriate box	
	Yes	No
1. Will faculty course release time be requested? <i>If yes, funded by:</i> <i>How many courses per semester? _____ Fall 20 _____ Spring 20</i>	<input type="checkbox"/>	<input type="checkbox"/>
2. Will this project be conducted during a sabbatical? <i>Select term(s) and enter year: <input type="checkbox"/> Fall 20 <input type="checkbox"/> Spring 20</i>	<input type="checkbox"/>	<input type="checkbox"/>
3. Will you need to hire additional personnel or consultants? <i>Specify: _____</i>	<input type="checkbox"/>	<input type="checkbox"/>
4. Will this project require the hiring of any student workers? <i>List number of students: _____ Undergraduate _____ Graduate</i>	<input type="checkbox"/>	<input type="checkbox"/>
5. Will proposed project require housing or additional space? <i>Location: <input type="checkbox"/> on campus _____ <input type="checkbox"/> off campus _____</i> <i>If yes, will this space require alteration, utility modification or environmental safety modification?</i> <i>Describe: _____</i>	<input type="checkbox"/>	<input type="checkbox"/>
6. Will additional insurance need to be issued/purchased? <i>Describe: _____</i>	<input type="checkbox"/>	<input type="checkbox"/>
7. Will proposed project require LMU to issue any of the following? <i>Vendor Agreement(s) (list) _____</i> <i>Subaward(s) (list) _____</i>	<input type="checkbox"/>	<input type="checkbox"/>

CONFLICT OF INTEREST

Applicant and/or other key project personnel have a financial interest in or managerial responsibilities for the proposed project that may create a conflict of interest. Yes No

If "yes," please complete and attach the *Faculty Conflict of Interest Disclosure Form* found at <http://www.lmu.edu/page5574.aspx> **Initial** _____

HUMAN SUBJECTS/ANIMAL CARE COMPLIANCE

1. Will this proposal involve human test subjects in any way, with or without risk?
*If "yes," you **must** download, complete and submit an IRB Protocol or Application for Exemption found at <http://www.lmu.edu/page21293.aspx>* **Initial** _____

2. Will animals be involved as experimental subjects?
*If "yes," you **must** download, complete and submit an IACUC Protocol or Application for Exemption found at <http://www.lmu.edu/page21293.aspx>* **Initial** _____

Note: Project may not begin until all forms are processed and approved.

POST AWARD PROCEDURES

When you receive notification of an award or a contract:

- A copy of the **award notification letter** or **contract and related documents** must be sent to the SPONSORED PROJECTS OFFICE for the post award file. Final awards/contracts are negotiated by SPO with the agency.
- Before funds can be dispersed, **an account must be established** with the Grants Manager in the CONTROLLER'S OFFICE in conjunction with the SPONSORED PROJECTS OFFICE.
- All **interim and final narrative reports** are the applicant's responsibility. A copy of the transmittal document must be submitted to the SPONSORED PROJECTS OFFICE.

- ☑ All **public grant announcements** will be coordinated by the SPONSORED PROJECTS OFFICE and PUBLIC RELATIONS.

SAMPLE