PROPOSAL ROUTING FORM
(FORM OSP-001)

THIS BOX IS FOR OSP USE ONLY
In:_____ Out:_____ Rush
Submitted:_____ In-Hand
To OGCA: _____ IRT

Version FY2007 – Replaces All Previous Versions
Complete the Entire Form Per the Instructions
Minimum of five (5) bu siness days for review

(1) The Basics
(a) Proposal S000 _____
(b) Sponsor Due Date: _____
(c) Unit Due Date: _____
(d) Unit Proposal Number: _____
(e) Program Guidelines Attached or URL:
_____

(2) Project Background Information (a) Title:

(b) Sponsor: (c) Div./Prog.: (d) Start Date: (e) End Date:

(f) Sponsor Type: Federal State (g) Activity Type: Organiz0 Tc S0 Re Submitted Proposal in Banner:
University/Inst. Private/Found. Industry/Corporate

(3) Personnel	Last Name	First Name	Phone	Unit	UAF ID#	FTE	E-Class
(a) PI							
(b) Co-I #1							
(c) Co-I #2							
(d) Co-I #3							
(e) Unit Contact							
(f) Fiscal Officer							

(4) Ethics and Regulatory Compliance Check If the project involves any of the following:

(a) ☐ Use of Vertebrates? IACUC#
(b) ☐ Research on Human Subjects? IRB#
(c) ☐ Use of Radiation, Lasers, or Significant Chemical Hazards?
(d) ☐ Use of Biohazards? LBC#
(e) ☐ Potential for Tech. Transfer, Patent, Copyright, Trademark, or Licensing?
(f) ☐ Material Transfer Agreements?
(g) ☐ Potential for Program Income?
(h) ☐ Conflicts of Interest?
(i) ☐ Research Restrictions?
(j) ☐ Import or Export of Data, Goods, or Services? ITSC#
(k) ☐ Confidential or Classified Information? ITSC#

(5) Budget Information

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UAF Proposal Routing Form Instructions (Form OSP-001)

Note: A minimum of 5 business days is required for proposal document review.

Printing Directions – Make sure you have selected a print setting of “Shrink oversized pages to paper size”, “Page Scaling: Fit to Paper” or “Fit to Margins” depending on your version of Adobe Acrobat. If not, details will

1. Choose “Grant” if the award mechanism will be a grant.
2. Choose “Contract” if the award mechanism will be a contract.
3. Choose “CA” if the award mechanism will be a cooperative agreement.
4. Choose “RSA” if the award mechanism will be a reimbursable services agreement.

(j) Format:
1. Choose “Electronic” if the sponsor requires submission via an electronic system or e-mail.
2. Choose “Paper” if the sponsor requires submission of hard copies via regular mail or courier.

(k) Is UAF a Subaward Recipient? Check “Yes” and enter the prime sponsor’s name if UAF will receive any award as a subrecipient (not directly awarded from the prime sponsor) and check “No” if UAF will receive any award directly from the prime sponsor.

(l) Does the Project Contain Subawards? Check “Yes” if the budget contains any subawards to other entities and enter their name(s). Don’t confuse this with service contracts, such as sample analysis, consultants, etc. Check “No” if there will be no subawards made by UAF to other entities.

(g) Potential for Program Income? Check the box if the propos