

**University of the Pacific
Office of Sponsored Programs**

Office of Sponsored Programs Use Only

SRA# _____

Routing Sheet for Grants and Contracts Proposals

This form should be completed for grants or contracts of any type solicited or accepted by an employee of the University. See instructions for additional information. Please submit this routing sheet with the proposal, and a copy of the funding announcement to the Office of Sponsored Programs, **five working days prior to the deadline.**

Title of Project:			
Name		Campus Address & Phone	
Principal Investigator:	Address:		
	Phone:		
Co-Principal Investigator:	Address:		
	Phone:		
Co-Principal Investigator:	Address:		
	Phone:		

(Attach additional sheet if necessary for additional investigators/collaborators)

Type of Project:	<input type="checkbox"/> Grant <input type="checkbox"/> Contract <input type="checkbox"/> Subcontract <input type="checkbox"/> Other: _____
<input type="checkbox"/> New Project	<input type="checkbox"/> Continuing Project (Current Index: _____)

<u>Name of Funding Agency:</u>		
Type of Funding Source:	Government: <input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> School District	
	Private: <input type="checkbox"/> Corporation <input type="checkbox"/> Foundation <input type="checkbox"/> Association	
	<input type="checkbox"/> Individual <input type="checkbox"/> Other: _____	
Submission Deadline:		
Electronic submission required? <input type="checkbox"/> Yes <input type="checkbox"/> No	Start Date:	End Date:
Total Project Cost:	Amount Requested:	Indirect Costs Requested <i>(see instructions)</i>
Are University funds required for this project?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
If this project is funded, what additional costs will be required of the university (e.g., release time, space renovations, on-going maintenance, etc.)?		If yes to either question, who gave assurance that funds are available?
<input type="checkbox"/> Yes <input type="checkbox"/> No		Name: _____ Phone: _____
If yes, describe:		Date of Assurance: _____

Compliance Information

Are human subjects to be used in any capacity (including surveys or interviews)?

If YES, attach a copy of the Institutional Review Board approval Yes No

Are animals to be used in any capacity?

If YES, attach a copy of the Institutional Animal Care and Use Committee approval Yes No

Are radioactive materials to be used in any capacity?

If YES, attach a copy of the Radiation Safety Officer approval. Yes No

Are hazardous or toxic materials to be used or generated by this project? Yes No

If YES, attach a copy of the approved Biosafety Application.

Does this project involve the use of recombinant DNA? Yes No

If YES, attach a copy of the Occupational and Environmental Safety Officer (6-2783) approval.

Are there any existing Conflicts of Interest in this project? Yes No

See Internal Audit website, <http://web.pacific.edu/x14005.xml>, for policy and disclosure instructions.

OIT Approval

No <input type="checkbox"/>	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>	If specialized computer equipment or software is to be purchased or provided, is the equipment or software within the University's recommended guidelines?
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If NO, approval of the Office of Information Services and Resources (for Stockton PIs) or the campus Director of Technology (for McGeorge School of Law and the School of Dentistry) is required.

OISR/Tech Director Approval: _____ Date: _____

Approval Signatures

Investigator or Project Director should complete third page, sign Form, and then send to chair and dean for signature; then, send Routing Form to Office of Sponsored Programs.

Principal Investigator _____
Date: __/__/____

Department Chair or Director _____
Name: _____ Date: __/__/____

Dean or Vice President _____
Name: _____ Date: __/__/____

The following signatures will be handled by Sponsored Program:

Manager, Research Administration & Compliance _____
Date: __/__/____

Director, Corporate and Foundation Relations _____
(for foundation & corporate awards only) Date: __/__/____

Post Award Manager _____
Date: __/__/____

Associate Provost, Research & Collaborative Programs _____
Date: __/__/____

(continued next page)

Information to be completed by PI at the time of Routing Form Submission

(I) This Grant/Contract is for (please mark one):

Research

Research is a systematic study directed toward fuller knowledge of understanding of the subject studied. If Research, please proceed to section (II) below).

Development

Development is a systematic use of the knowledge or understanding gained from research, directed toward the production of useful materials, devices, system, or methods, including design and development of prototypes and processes.

(If Development, please proceed to section (II) below).

Services

For Service Contracts or if this grant/contract is NOT Research or Development, stop completing the checklist at this point.

(II) If this Grant/Contract is for Research or Development, please indicate which of the following fields it is related to:

Science and Engineering

(If Science and Engineering, proceed to section (III) below).

Non-science and Non-engineering

(If Non-science and Non-engineering, proceed to section (IV) below).

(III) If this Grant/Contract is for Science and Engineering fields, please select the most appropriate category below (select only one):

Engineering

Aeronautical & astronautical

Bioengineering/ biomedical engineering

Chemical

Civil

Electrical

Mechanical

Metallurgical & materials

Other

Mathematical Sciences

Computer Sciences

Life Sciences

Agricultural

Biological

Medical

Other

Psychology

Physical Sciences

Astronomy

Chemistry

Physics

Other

Social Sciences

Economics

Political science

Sociology

Other

Environmental Sciences

Atmospheric

Earth sciences

Oceanography

Other

Other sciences, not classified above

(IV) If this Grant/Contract is for Non-science and Non-engineering fields, please select the most appropriate category below (select only one):

Education

Law

Humanities

Visual and Performing Arts

Business and Management

Communications, Journalism, and Library Science

Social Work

Other Non-science and Non-engineering fields, not classified above

**Office of Sponsored Programs
University of the Pacific**

Use of the Grants and Contracts Routing Sheet

1. Any grant or contract project that is solicited or accepted from a source outside the University by an employee of the University is to be processed with this routing form. The Routing Sheet is a mechanism to assure all required institutional endorsements have been obtained so that the University can accept funds for the intended project or purpose. Failure to properly complete the Routing Sheet often results in delays in processing project funds or may jeopardize whether the University will approve the project.
2. Do **not** use this routing form for:
 - a. gifts of cash, equipment and/or in-kind services. (The Office of Corporation & Foundation relations, 946-2502 have the appropriate forms for routing of gifts and contributions.)
 - b. projects supported solely by intramural (campus) funding (*e.g.*, scholarly activity grants, Eberhardt Awards, etc.).
 - c. individual fellowships such as Fulbright Awards.If an intramural or individual fellowship involves Human or Animal Subjects, the appropriate documentation of approvals will be required by the Provost's Office for those awards.

Funds from Private Sources

If the funds are from private sources (*e.g.*, foundations, corporations and individuals), the Director of Advancement Services and Research (946-2218) must be informed of your interest so that your proposed funding source can be reviewed for outstanding requests and appropriateness of the request with the donor's interest. This review by Advancement Services and Research is not necessary for projects funded from public agencies.

Proposal Deadline

Indicate the agency filing deadline (enter "none" if there is no deadline imposed by the sponsor). Please do not enter "ASAP." If circumstances other than an agency-imposed deadline demand extraordinary rush in processing, please advise the Office of Sponsored Programs.

Indirect Costs

These are costs borne by the University that are associated to the operation of the institution that support not only the project, but also other functions as well. These costs cannot be directly attributed to one project, and include building space, maintenance, utilities, security and fire protection, library services and resources, payroll and accounting, and other services. Although some funding sources do not permit indirect cost awards, there is a true expense by the University to support projects. Indirect costs should be requested whenever allowed. For Federal agencies, Pacific negotiates the indirect cost rate on a scheduled basis. If you do not know the indirect cost rate, please call the Sponsored Programs Accountant (6-7425). Indirect costs are often named F&A Costs (Facilities and Administrative) by funding agencies.

IF THE FUNDING AGENCY DOES NOT PERMIT INDIRECT COST REIMBURSEMENTS, attach documentation from the agency to this effect.

Compliance Information

Projects involving human subjects, animals, radioactive materials, or hazardous materials, attach the appropriate approval form to the routing form when submitting materials to Sponsored Programs.