

# Sponsored Project Internal Routing Form Instruction Sheet

Please review all information on the routing form for accuracy and completeness prior to internal approvals and submission. Information on this form is used to verify certification by key personnel and for reporting purposes.

**Project#:** a distinct 4-digit number assigned by the Office of Grants and Contracts (OGC) to a specific proposal.

**Parent#:** the original Project# assigned to an existing project that has to be referenced for any supplemental, continuation, or renewal proposal.

**1. Investigator Information:**

Enter the PI, Co-PI, Co-I, or Key Personnel name, administering Department, and select the College/Unit from the dropdown menu. Occasionally, this may vary from the home department. Personnel efforts should be compliant with CSU Fullerton Auxiliary Services Corporation (ASC) and the university's Additional Employment and Cost Sharing policies. MPP Administrators such as Deans, Associate Deans, AVPs, etc. serving as PIs or key personnel must have a letter from their Supervisor approving overload effort in addition to meeting the criteria described in the Additional Employment policy.

**2. Sponsor Name:** Enter the name of the organization to whom California State University, Fullerton (CSUF) will be submitting the proposal directly. Identify specific sponsor institute or division (as applicable), funding opportunity/ program name (e.g., Title V, Career, FIPSE, RO1, etc.), and funding opportunity number, if known. Identify CFDA number for all federal grants or federal flow-through (for example, the proposal is a subcontract from UCLA, and Prime funder is NSF).

**3. Project Title:** Enter a descriptive title of the proposed project. Ensure that Sponsor naming guideline is followed. For example, some federal sponsors require a specific prefix in the project title (e.g., "Career: xxx").

**4. Funding Source:** Check the box that best categorizes the funding stream. **Check only one box:**

**Federal** - if funding is directly received from any agency of the United States federal government

**Federal Flow-Through** – if funds are received from another institution that served as the lead applicant, but the primary source of funding is a Federal agency. For example, submission is a subcontract proposal to UCLA (direct funder), and the Primary source of funds is the US Department of Education

**State of California** – if funding is directly from any agency of the State of California

**State Flow-Through** – if funding from a CA state agency is received through another institution. For example, submission is a subcontract to UCLA, and the prime funding source is the California Department of Education **Local** - any U.S. university, community college district, K-12 school district, or city, county, municipality, or other local government entity, or state (except CA) in the U.S.

**Private/Business For Profit**- any business or for-profit organization located in the U.S.

**Non-Profit/Foundation** - U.S. nonprofit foundations and private organizations or associations.

**Foreign** – any sponsor located outside of the United States

**NOTE:** For a **subcontract proposal** where the **primary source of funding is nonprofit/private foundation or business/for profit, the funding source (#4) should be identified as non-profit/private foundation or business/for profit (as applicable).** For example, a subcontract proposal to UCLA where the prime funder is Ford Foundation should be marked as “non-profit/private foundation.”

**5. Anticipated Award Mechanism:** Check the appropriate box to indicate whether the project will be a grant, contract, or a cooperative agreement. If the proposal is a subcontract, select contract and specify the prime funding source in Item #4. For example, a subcontract proposal to UCLA with NIH as the prime would be identified as a contract in Item #5, and the funding source would be federal flow-through/Prime: NIH in Item #4. **Subcontracts must always list a Prime sponsor.**

6. **Type of Application:** Select from the dropdown menu. Indicate the type of proposal or project that is being submitted for review. OGC number for a full proposal should use the same Project# as the pre-proposal or Letter of Intent, if applicable. For Revision, Supplement and Renewal, indicate the original OGC Project number (at the top-left of the form, next to Project #).
  
7. **Project Type:** The PI should select (dropdown menu) what best describes the nature of the project:
  - **Basic research** – undertaken primarily to acquire new knowledge without any particular application or use in mind.
  - **Applied research** – conducted to gain the knowledge or understanding to meet a specific, recognized need.
  - **Research 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.
  - **Public Service** – proposals that include expenses for activities established primarily to provide non-instructional services beneficial to individuals and groups external to the institution. (e.g. Conferences, evaluation services, general advisory services, reference bureaus, and similar services provided to external groups,
  - **Scholarships & Fellowships** – projects primarily to provide trainee stipends, tuition, and fee waivers; grants awarded to the institution primarily to support fellowships or scholarships
  - **Equipment** – proposals that request funding or support primarily for equipment purchase, instrumentation, or fabrication.
  - **Curriculum Development/Instruction**– Funds are awarded to assist faculty in developing new curriculum, redesigning programs and courses, and accomplishing other activities related to teaching and learning.
  - **Construction** – projects primarily for renovation or construction.
  - **Student Services/Support** – proposals whose primary purpose is to contribute to student’s emotional and physical well-being and to students’ intellectual, cultural, and social development outside the context of the formal instructional program.
  - **Training** - Some agencies fund Training Grants to support a specific type of training program. Training Grants generally allow an F&A cost-reimbursement rate of 8% MTDC. CSUF accepts this 8% MTDC rate only for programs officially designated as "Training Grants" by the granting agency and formally capped by governmental or non-profit sponsor policy. The Training Grant rate would not normally apply to programs supported by for-profit sponsors.
  
8. **Sponsor Deadline:** Check the box that appropriately describes the type of deadline and enter the deadline or target date for the submission of the grant proposal or contract, as well as the time and time zone. Extra time should be allotted for hard copy submission. In the case of electronic submissions, verify the University is registered with the submission portal and, if applicable, the PI is registered and the affiliation and contact information is correct.
  
9. **Facilities & Administrative Costs/Indirect Costs (F&A/IDC) and Location:** Indicate the IDC rate for this project. Specify the type of IDC base. Indicate whether the project will include any off-campus or off-site research, select “YES” or “NO” and provide the location(s). If the IDC is reduced, note the reduced rate and provide supporting documentation. If the majority of the project is off-campus, specify the location(s) and provide a completed and signed off-campus rate determination form to your Grants and Contracts Officer. The form will need to be signed and approved by your Department Chair, College Dean, and AVP for Research and Sponsored Projects. Please note that private residences do not qualify as off-campus locations.
  
10. **Brief Description of Project:** Provide 2 or 3 sentences describing the nature of the project.
  
11. **Applicable keywords:** Please select all keywords that apply to the proposal. For example, mark “UC Collaborators” if this project involves collaborative activities with a University of California researcher/team.
  
12. **Total Funds Requested:** Verify that these amounts match the final, submitted proposal budget.
  
13. **Proposed Project Period:** Verify that these dates match the final, submitted proposal
  
14. **Cost Sharing:** Enter the proposed cost share/match amount in the appropriate space(s) and the source(s) of the funds. Also indicate whether the funds proposed are in-kind (non-monetary) or cash. **Voluntary Cost Sharing is discouraged.** Any included Cost Sharing should be consistent with both the Sponsor’s and ASC’s Cost Sharing policy.

15. **Additional Budget Information & Resources:** Mark appropriate/applicable box(es). The corresponding campus official will be added to the Cayuse Routing and approval chain.
16. **Intellectual Property:** Mark applicable and appropriate box(es), if any new IP is expected to be generated/developed from the project.
17. **Verification of Compliance:** Mark appropriate/applicable box(es) and select status (as applicable). If "Approved" is selected in the drop-down menu, ensure the Date and Protocol # are entered.
18. **Clinical Trial Checklist:** Complete **only** if the proposal is to NIH. Mark "yes" or "no" for each question.
19. **Evaluation/Institutional Data:** Complete **only if** your project includes evaluation and will include institutional data as described in field 19.
20. **Involvement of Students:** Mark appropriate box(es) as they relate to CSUF's Scope of work and final budget.
21. **Involvement of Post doc(s):** Complete as applicable to the project.
22. **Risk Management Review items:** Check all items that are applicable to the project.  
If minors are involved, and CSUF faculty, staff, or students interact with minors, **Livescan costs** should be included in the proposal budget. Please check with PI/Project Director.
23. **EHS items.** Check all items that are applicable to the project.
24. **IBC items.** Check all items that are applicable to the project.

## GENERAL CLARIFICATIONS & EXAMPLES:

**Consultants, Collaborators, partners:** Mark YES if the project includes hiring of non-CSUF consultants or if this project requires written agreements (e.g. Memorandum of Understanding, Non-Disclosure Agreement, Intellectual Property Agreement, etc.) with Collaborators or Project Partners *besides the Sponsor*. Otherwise, mark NO.

## ENVIRONMENTAL HEALTH AND SAFETY REVIEW ITEMS

**Note:** *Currently, CSUF laboratories are not equipped for BSF level 3 research.*

**Minor:** any individual under 18 years old.

**Working with Countries subject to U.S. restrictions: Please see**

<https://home.treasury.gov/policy-issues/financial-sanctions/sanctions-programs-and-country-information>

for a current list of comprehensive embargoed countries, OFAC or EAR targeted sanctions and territories, ITAR-prohibited countries, etc.

Link to Facilities and Administrative Cost (Indirect Cost) Rate Agreement:

[https://www.fullerton.edu/doresearch/resource\\_library/policies/2020-2025-FARateAgreement.pdf](https://www.fullerton.edu/doresearch/resource_library/policies/2020-2025-FARateAgreement.pdf)

## DEFINITIONS

**Organized Research** – use this rate for research and development activities that are sponsored by federal and non-federal agencies and organizations. This term includes the training of individuals in research techniques (commonly called research training) where training takes place in the same facilities as other research and development activities and when such activities are not included in the instruction/training function of the university.

**Instruction** – use this rate when the primary purpose of the project involves training, curriculum development, instruction, demonstration, or efforts to improve pedagogical methods. Instructional projects may include some elements of research, particularly if new techniques of instruction or curriculum content are being developed. This term does not include the training of individuals in research techniques, commonly referred to as research training.

**Other Sponsored Activities** - Use this rate also for health service projects, community service programs, and other projects that do not fall under the definition of “Organized Research” or “Instruction.”

The table below provides general application of IDC rates. This may vary depending on specific instructions provided in the RFP/Program Guidelines and/or project description.

PROJECT TYPE (as noted in the OGC Routing Form)	IDC RATE
Basic Research	Sponsored Research (42% or 26% for off-campus projects)
Applied Research	Sponsored Research (42% or 26% for off-campus projects)
Research Development	Sponsored Research (42% or 26% for off-campus projects)
Curriculum Development/Instruction	Instruction (47% or 26% for off-campus projects)
Training	Other Activities (35.50% or 26% for off-campus projects)
Student Services/Support	Other Activities (35.50% or 26% for off-campus projects)
Public Service	Other Activities (35.50% or 26% for off-campus projects)
Scholarships and Fellowships	N/A. See language on our IDC rate agreement regarding exclusions for MTDC.
Equipment	Generally, N/A based on federal rate agreement
Construction	Generally, N/A based on federal rate agreement