

UNIVERSITY of NEW ORLEANS OFFICE OF RESEARCH & SPONSORED PROGRAMS



Helpful Hints

Issue: 5

Month: October

Year: 2012

Routing Form

Routing forms are used to obtain UNO approval for proposals, prior to submission to an outside sponsor. The Principal Investigator, Co-Principal Investigators, Chair, Dean and Office of Research must sign the form before a proposal can be submitted for the university.

Procedure

Routing forms are located in SharePoint, so they can be completed as long as each party has access to a computer.

Review Guidelines

Once approvals are granted at the department and college level there is a minimum time necessary for ORSP review:

- Standard, single institution proposals from experienced PI's—4 business days
- Complex and/or multi-institution proposals—10 business days
- Any proposal from PI with little or no funding history—10 business days

If the sponsor requires other institution approvals, such as the Chief Financial Officer or President of the university, please allow for additional time because proposals are not sent for signature until the review process is complete.

Responsibilities

PI—complete routing form, conflict of interest form for self and gather conflict of interest forms for investigators not listed as CO-PI on the routing form

Co-PI—review routing form; approve by signing or reject for revision

Department and College—review routing form and associated commitments; approve by signing or reject for revision

ORSP—assist PI in completing the form; review paperwork submitted by PI; approve by signing or reject for revision; get required signatures; submit to agency; enter proposal in PeopleSoft; provide training to campus on form completion

Directions for completing the routing form are on the policies and procedure page of ORSP: <http://www.uno.edu/orsp/PoliciesProcedures/RoutingForm.aspx>

Dealing With Rejection

- *Anyone in the review process can reject a form—use the reject button at the top of the form*
- *Once rejected, all signatures are removed*
- *Principal Investigator receives an e-mail notification with link to form*
- *Changes can be made and the form resubmitted for signatures; no information is lost*