

Proposal Routing Form of Sponsored Programs and Projects

Proposal Type

- ☐ Grant
☐ Sub-Grant
☐ Fee for Service
☐ Other

1 Sponsor and Project Information

Deadline Date

Deadline Time

Funder

Program Name

Link to Opportunity

IA Contact (if applicable)

ORSP Contact

Project Title

2 Principal Investigator (PI) and Departmental Contact Information

PI

Campus Address

Email

Department Head Name

Department Head Email

3 Budget Information and Institutional Contributions

Total Amount Requested

Indirect Rate
(see [Indirect Cost Policy](#))

Period of Performance
Start-End dates from

to

Is cost sharing or matching required by the funder? ☐ Yes ☐ No

Cost Share % (or total amount)

4 Other Oversight Issues Including Need for Additional Resources

Inter-Institutional Credit/Collaborations

a) Project includes collaborators from other institutions; required authorizations must be obtained prior to submission.

☐ Yes ☐ No

Course Release

b) If faculty course release is proposed, approval from dean/chair has been obtained.

☐ Yes ☐ No

Additional Resources Needed

c) New instrumentation or equipment (including computers and software applications), apparatus, or furniture is required for the project but not funded by the proposal. If **Yes**, attach a brief description of how these items will be procured and supported in the long-term (if applicable, and costs should be noted in the budget template)

☐ Yes ☐ No

d) Other (also note in budget template)

☐ Yes ☐ No

5 Compliance Certifications

- a) The PI is responsible for assuring that all individuals whom the PI(s) deems will be substantively involved in the design, conduct, or reporting for the project, regardless of individual’s title or role (Investigators).

☐ Yes
 ☐ No
- b) The PI is required to complete CITI training if Human Subjects Research is involved, and ensure the compliance of all individuals whom the PI(s) deems will be substantively involved in the project.

☐ Yes
 ☐ No

Protection of Research Participants

- c) Human Subjects: The project will involve human participants (including survey respondents and secondary data analysis) at Pratt or any other participating site (e.g. by subcontractor). If **Yes**: You must obtain written approval or authorization as exempt from regulations from the Institutional Review Board before you can research. If you have a current approval, make sure a copy is attached.

☐ Yes
 ☐ No

Signees

Title/Role	Printed Name	Signature	Date
PI			
Department Chair			
School Dean			

Received by ORSP

Printed Name
 Signature
 Date

Proposal Routing Form of Sponsored Programs and Projects Instructions

These instructions are intended to clarify information requested on the Office of Research and Strategic Partnerships' Proposal Routing Form (PRF). The PRF is intended to ensure adequate support, coordination and accountability to maximize Pratt Institute's ability to expand funding for research opportunities for faculty, the research centers, and other initiatives at Pratt. This form and instructions are part of a systematic approach to clarify who is responsible for the various steps required in submitting an application and managing the grant after the award has been made.

Refer to the details about each field of the Proposal Routing Form below. Please be as thorough as possible when completing the form.

Section 1: Sponsor and Project Information

Deadline Date: The closest submission deadline for the project.

Deadline Time: Submission deadline time (if applicable).

Funder: The funding institution. If this is a subcontract or subaward, then this would be the contractor.

Program Name: Name of the grant program the award is under.

Link to Opportunity: URL to the funding guidelines.

IA Contact: Name of the key personnel providing assistance at Institutional Affairs (if applicable).

ORSP Contact: Name of the key personnel providing assistance at the Office of Research and Strategic Partnerships.

Project Title: Name of the specific project being proposed.

Section 2: Principal Investigator (PI) and Departmental Contact Information

PI: The Principal Investigator or lead researcher of the project, ideally the person filling out the PRF.

Campus Address: The campus address of the PI.

Email: The PI's email address.

Department Head Name: The dean or administrative chair of the department.

Department Head Email: The email address of the dean or administrative chair of the department.

Section 3: Budget Information and Institutional Contributions

Total Amount Requested: The total amount of grant dollars you're applying for.

Indirect Rate: The indirect cost rate being applied to the project. This is typically set by the funder, and is a percentage given to an institution for facilities and overhead (indirect) costs. Please see the [Post-Grant Administration FAQs](#) on our website for guidance, as well as [Pratt's Indirect Cost Policy](#).

Period of Performance: The grant start and end dates.

Cost Share % (or total amount): Cost sharing (also known as "matching funds" or "non-Federal share") refers to the portion of a project or program's cost that is not paid for by the grant funding agency. It's a way for grant recipients to demonstrate their commitment to the project and can involve a contribution of cash, resources, or in-kind services. *If cost sharing is required by the funder, it will be noted in the funding notice/call for proposals.*

Is cost sharing or matching required by the funder?: See above. If so, please indicate YES here.

Section 4: Other Oversight Issues Including Need for Additional Resources

Inter-Institutional Credit/Collaborations

a) Project includes collaborators from other institutions; required authorizations must be obtained prior to submission.

This question pertains to Pratt being a subcontractor or collaborator for a project, e.g., Pratt has been contracted to carry out a specific set of tasks related to a larger project for which another institution or university has been granted funds. If you have the necessary approvals and clearances with the third party or parties, please indicate YES here.

Course Release

b) If faculty course release is proposed, approval from dean / chair has been obtained.

If you require a course release for the project, indicate YES here. ***You will need to have your chair or dean sign the PRF in order for it to be complete.***

Additional Resources Needed

c) New instrumentation or equipment (including computers and software applications), apparatus, or furniture is required for the project but not funded by the proposal. If Yes, attach a brief description of how these items will be procured and supported in the long-term (if applicable, and costs should be noted in the budget template).

Indicate YES or NO. An example of when this would apply would be if you need specific resources to complete a project (e.g., a software license) but the funder will not allow for such expenses.

d) Other (also note in budget template)

Please indicate here if any additional resources from the Institute not covered by the above or by the funder (e.g. research personnel, materials, etc.) are required for the completion of the project, and make sure they are detailed in the **budget template (MS Excel download)**.

Section 5: Compliance Certifications

a) The PI is responsible for assuring that all individuals whom the PI(s) deems will be substantively involved in the design, conduct, or reporting for the project, regardless of individual's title or role (Investigators).

Indicate YES here. This ensures that the PI is the designated project manager responsible for personnel.

b) The PI is required to complete CITI training if Human Subjects Research is involved, and ensure the compliance of all individuals whom the PI(s) deems will be substantively involved in the project.

This is for IRB compliance. Check the **IRB Decision Tree** if you are unsure if this applies to you. If it does, indicate YES. You can also contact irb@pratt.edu with questions if necessary.

Protection of Research Participants

c) Human Subjects: The project will involve human participants (including survey respondents and secondary data analysis) at Pratt or any other participating site (e.g. by subcontractor). If Yes: You must obtain written approval or authorization as exempt from regulations from the Institutional Review Board before you can research. If you have a current approval, make sure a copy is attached.

See above.