



Grants and Contracts Processing

What to Route to the Office of Research Services

For all grant applications (paper and electronic)

At least 10 working days in advance of an application deadline, PIs should provide to the Office of Research Services:

1. A double-sided yellow routing sheet (formatted as an [Adobe PDF](#) document or as a [Word](#) document) completely filled out and signed by the PI, Business Manager, and Department Head
 - Routing sheets must be printed on yellow paper
 - Routing sheets without keywords will be returned without review.
2. A project abstract (draft acceptable)
3. A face page (including a signature line for institutional official)
4. A [budget](#)
5. A budget justification
6. A checklist page (or other document showing F&A calculations)
7. Explanation of F&A rate paid by sponsor (if less than negotiated rate)
8. Information on regulatory ([IRB](#) / [IACUC](#) / [IBC](#), etc.) approvals (if applicable)
9. [Consortium letter\(s\)](#) (if applicable)
10. [SBIR/STTR letter\(s\)](#) (if applicable)

For electronic grant applications

1. At least 5 working days in advance of an application deadline, PIs should transmit to the Office of Research Services a complete [Grants.gov](#) submission.
2. Acceptable forms of transmission include:
 - Email both [Nicole Barron](#) and [Ken Kratz](#)
 - CD

Helpful Administrative Information

Links You Can Use

Procedures for Processing Agreements and Contracts

Templates for Clinical Trial and Research Agreements

Sample Letter of Intent to Establish a Consortium Agreement

Sample Letter of Assurance (SBIR/STTR Proposals)

Yellow Routing Sheet (doc)

Yellow Routing Sheet (pdf)

← Office of Research Services

- DVD
 - Flash drive
3. **For NIH applications:** Once an application has been retrieved by the NIH and is available for viewing by the PI and SO/AOR in Commons, it is the PI's responsibility to, within two weekdays, send an e-mail to Ken Kratz and Nicole Barron either requesting that the application be rejected, or agreeing to allow the application to proceed to receipt and referral.

Applications will be reviewed, approved, submitted, and otherwise handled on a first-come, first-served basis.