

LINE-BY-LINE INSTRUCTIONS FOR COMPLETING UMCP INTERNAL ROUTING FORM FOR PROPOSALS
(Revised 02/2014)

A completed routing form is required for all proposals for external support of research, training or service projects. Forms can be obtained from ORA's website at <http://ora.umd.edu/forms/umd>

(See Proposal Handbook for information on processing proposals. For information call 301-405-6269)

1. **Proposal title** Include the full title of the proposal. This title will be used on our transmittal letter to the sponsor and statistical reports.
2. **Enter Start Date and End Date** The period should cover all budget periods included in the proposed budget.
3. Select the **Proposal Application/Type**. Enter the UM Proposal Number or related KFS number if this is not a new application.
New: An application that is being submitted for funding for the first time.
Renewal: An application for funding of a project in which previous years of funding for the project have elapsed; competing for funding for additional funding to continue original project. Include KFS number of current project.
Continuation: A non-competing application for additional funding within the previously approved funding period. Include KFS number of current project.
Revision: An application that proposes a significant change in an existing award; change in scope of work, etc. Include KFS number of current project.
Resubmission: An application in which a previous application was submitted, reviewed, but not funded and is being resubmitted for new consideration. Include Related Proposal number.
4. Select the appropriate **Activity Type**.
Research: project directed towards increasing knowledge
Basic Research: systematic study directed toward fuller knowledge or understanding of the fundamental aspects of phenomena and of observable facts without specific applications towards processes or products in mind
Applied Research: research assessing and using some part of accumulated theories, knowledge, methods, and techniques for a specific driven purpose
Development Research: systematic application of knowledge or understanding, directed toward the production of useful materials, devices, and systems or methods including design, development, and improvement of prototype and new processes to meet specific requirements
Clinical Trial: research studying the effectiveness of a particular device/therapy/drug with humans
Training/Instruction: projects which incorporates teaching as its main objective.
Fellowship: projects which provide a stipend to faculty or students in support of their undirected research or advanced study.
IGPA: Intergovernmental Personnel Assignments of personnel on temporary assignment to federal agencies.
Service/Other: projects which involve the performance of work other than instruction/training and research. Examples of such projects are health and community service projects.
5. **Sponsor**
 - a. Sponsor is the organization awarding the funds directly to UMCP. For joint proposals where the collaborating organization is submitting the proposal to the federal government, our sponsor is the collaborating organization (University XYZ or Company Q), not the government agency. Proposals to be submitted to an organization through the University of Maryland College Park Foundation (UMCPF) should show UMCPF as our sponsor. ALWAYS include the sponsor's

complete mailing address. A transmittal letter is generated by ORA and will be included with proposal. List the Contact Name, phone, e-mail, and URL of the sponsor.

- b. **Prime sponsor** Federal flow through funds are involved when UMCP is a subcontractor under a federally funded project to our sponsor. Please identify the prime federal source for funding the proposal.
 - c. Catalog of Federal Domestic Assistance Number (**CFDA#**) is assigned by the federal government to certain programs. It may be included in the program announcement and/or application provided to you by the federal government. It can also be obtained by contacting the federal agency or by locating it online at www.cfda.gov. The University must report this information to the federal government. Please list as appropriate.
6. **Deadline:** Any published deadline dates for proposals should be entered here. This is to be used for published deadlines only. Be sure to attach RFP and/or proposal guidelines and deadline information. In the absence of such documentation, ORA will assume that any deadline shown is not a mandatory date, but one of convenience. Mark deadline as postmarked or receipt/delivered as appropriate.
 7. **Submission Instructions:** If the proposal is to be submitted to an electronic system, include the name of the system. Otherwise, list the contact name and phone of the individual in the department who should be notified when the proposal is ready to be picked up and mailed to the sponsor.
 8. List the person ORA is to **contact** regarding proposal budget and administrative questions; list the PI ORA is to contact for other questions. If more than one department/unit is involved, name the department that will be administering this project. This will be the department identified in the financial accounting system to receive financial records for this project.
 9. For each **Project Investigator/Co-Principal Investigator(s)** list the name, department, and the percent of credit for this project. Each investigator must have an appointment with UMCP. For each investigator, list the one or more departments among which his/her credit will be split. For each individual investigator, the total of the credit distributed among departments must equal 100%. See the example below.

9. Principal Investigator/Co-Principal Investigator(s)			NOTE: All accounts created for any award resulting from this proposal will follow the credit split information listed below.
PI	Name: PI Name		% Credit for Project: 75
	College: ENGR	Department: Mechanical Engineering	% Credit for Investigator: 75
	College: CLFS	Department: Biology	% Credit for Investigator: 25
			Unit Total for Investigator: 100%
Co-PI	Name: Co-PI		% Credit for Project: 25
	College: AGNR	Department: Animal & Avian Sciences	% Credit for Investigator: 60
	College: ENGR	Department: Aerospace	% Credit for Investigator: 40
			Unit Total for Investigator: 100%
For additional Co-PIs or other Project Personnel, attach the Supplemental Staff form, available at www.umresearch.umd.edu/ORAA/form/um_oraa_forms.html .			
ORAA Use			

In the above example, the credit for the project is split between the PI (75%) and one Co-PI (25%). The percent credit for the project adds up to 100%.

The PI is assigned to multiple departments. So his/her credit must be distributed among them. In this case, 75% of the credit will go to Mechanical Engineering, and 25% to Biology. The unit total for the PI adds to 100%. The same is true for the Co-PI. The credit is split 60%/40% between Animal & Avian Sciences and Aerospace Engineering. If the PI or Co-PI is assigned to only one department, 100% of his/her credit will go that one department.

10. **Budget.** Fill in all spaces. Funding information is for this proposal only.
11. Indicate **Facilities and Administration Cost** rate used. Indicate the F&A base used. Provide explanation for all rates used other than the standard on-campus rate.
12. **Cost Sharing:** Indicate if any funds from either campus department units or third parties are included in the budget for this project. The documentation on details of contributions other than PI effort is required before the proposal can be processed for official UMCP signature.
13. Indicate whether or not a part of this project is to be **subcontracted**. (The term subcontractor, as used here, refers to an entity that will perform a substantive technical portion of the project. This does not include consultants or contractual services.) The subcontractor's proposal, signed by its authorizing official, must be included as part of the proposal to the sponsor.
14. Other than funds requested in proposal, if **additional resources** are needed for this project, ORA will require documentation of agreements with internal or external officials indicating how those resources will be provided.
15. If proposal includes **administrative support costs**, the proposal budget must include explicit justification for these costs. See UMCP Policy VIII-10.40(A) for more information.
16. Fill in as appropriate.
17. Fill in as appropriate.
18. Indicate if and how **export control** is related to this proposal. Fill in as appropriate, providing additional information or documentation as required.
19. Indicate if any **proprietary information** will be used in this project or if there will be any **restrictions on publication** of the results of this project.
- 20-28. Self explanatory. Contact information provided on Routing Form for assistance as needed.
29. Provide an abstract of proposal objectives and expected outcomes. Information may be used in ORA publications.
30. a. If there is a real or potential conflict of interest in connection with this proposal, a disclosure form must be completed and submitted.

b. Financial Conflict of interest. Indicate if the sponsor or prime sponsor requires FCOI disclosure at the time of proposal submission. List of sponsors requiring such disclosure are on the FCOI website: <http://www.umresearch.umd.edu/RCO/FCOI/index.html>. Disclosures are required for each proposal, even if there is no FCOI present.
- 30-33. Self Explanatory.

34. Signatures:

ORA requires that the PI and all Co-PIs endorse the Routing Form. ORA also requires that administering department and college endorse the Routing Form. ORA does not require that the non-administering departments and colleges endorse the form as it is the responsibility of the administering department to obtain concurrence from all participating units prior to submission. By signing the routing form, the Department Chair/Director is attesting that this concurrence from all involved departments has been received by the administering department.