

# CONTRACT ROUTING FORM

## GUIDELINES

The *Contract Routing Form (CRF)* is required for all external contracts/awards and multi-year agreements that **do not involve a new proposal submission** at Murray State University. It documents internal approvals and ensures the agreement complies with sponsor, University and federal requirements.

Use these guidelines as a reference while completing and submitting your *Contract Routing Form* and supporting documentation.

### Selecting the Correct Agreement Type

The information below will help you determine whether your agreement is a **New Award/Contract** or a **Multi-Year Agreement** when completing the *Contract Routing Form*.

New Award/Contract	Multi-Year Agreement
A first-time agreement to provide research, services, deliverables, or testing <b>without a competitive proposal</b> .	An ongoing agreement that extends over multiple budget periods or years. Each year is funded through a <b>continuation, renewal, or budget update rather than a proposal submission</b> .
<b>Types:</b> <ul style="list-style-type: none"> <li>Fixed-cost/cost-reimbursable service or testing contracts</li> <li>Training or outreach service agreements</li> </ul>	<b>Types:</b> <ul style="list-style-type: none"> <li>Subsequent year of multi-year federal/state/foundation award</li> <li>Renewal/continuation under same scope of work</li> <li>Multi-year service/research contract with <b>automatic carryover</b>.<sup>1</sup></li> </ul>
<b>Documentation to Include with Form</b> <ul style="list-style-type: none"> <li>Fully executed award or award document</li> <li>Budget/Payment terms</li> <li>Required <i>Special Considerations</i> (if applicable).<sup>2</sup></li> </ul>	<b>Documentation to Include with Form</b> <ul style="list-style-type: none"> <li>Current year award notice/ renewal letter &amp; Budget</li> <li>Amended or Modified Documents (if applicable).<sup>3</sup></li> <li>Required <i>Special Considerations</i> (if applicable)</li> </ul>

### Internal Routing and Approvals Process

Routing begins when OSP receives the new award or contract or, for multi-year agreements, the continuation or renewal notice, or when the PI submits the completed this form and documents to OSP. Once initiated, OSP routes the form through *Adobe Sign*, which automatically sends it to each required approver in order. The agreement cannot be accepted or executed until all signatures are complete.

### Contact and Support

PIs are encouraged to reach out by phone or email for individualized assistance with the *Contract Routing Form*, and to visit the **Office of Sponsored Programs website** for additional information, tools, and resources.

<sup>1</sup> *Automatic Carryover of Funds*

Unspent funds from a prior budget period that the sponsor allows to be used in the next period. **No** new award document is needed, prior approval is **not** required, and the **OSP# and FOAPAL remain the same**.

<sup>2</sup> *Special Considerations*

Required compliance approvals, such as IRB, IACUC, IBC, biosafety, or export controls. **Attach approval letters, protocol numbers, and expiration dates** as applicable.

<sup>3</sup> *Amendments or Modifications*

Changes to an award or contract, including updates to the scope of work, budget, or other terms. Sponsor authorization may be needed before making changes to the award, such as rebudgeting, scope adjustments, or carryover. **Documentation of Prior Approval must be attached.**