

PROPOSAL ROUTING FORM GUIDELINES

The *Proposal Routing Form* is required for all external grant submissions at Murray State University. It documents internal approvals and ensures the proposal complies with sponsor and university requirements.

Use these guidelines as a reference while completing and submitting your *Proposal Routing Form* and Proposal Packet.

Principal Investigator (PI) Responsibilities

The PI should verify that all proposal documents of the proposal packet are accurate, complete, and ready for submission when sent to the Office of Sponsored Programs (OSP). The PI is responsible for discussing the proposed project in advance with their Department Chair or Director and Dean or Vice President to ensure alignment with departmental and college priorities.

Preparing Your Proposal Packet

Once discussions and approvals are underway, the PI should compile a complete proposal packet for review. When your routing form is complete, submit the full proposal packet to lbennett5@murraystate.edu. A complete packet includes the following **required** documents:

- | | |
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| <input type="checkbox"/> Proposal Routing Form | <input type="checkbox"/> Proposal Narrative |
| <input type="checkbox"/> Request for Proposal (RFP) | <input type="checkbox"/> Detailed Budget |
| <input type="checkbox"/> Proposal Abstract | <input type="checkbox"/> Budget Justification |
| <input type="checkbox"/> Special Considerations Documents (<i>If applicable</i>) – IRB, IACUC, Biohazard, Drone, etc. | |
| <input type="checkbox"/> Signed Financial Conflict of Interest (FCOI) Form* - <i>Required annually</i> | |

*Include a signed *FCOI form* with your **first** Proposal Packet of the fiscal year. For subsequent PRFs, provide the date of the previously signed form on the PI Certification Signature Page (pg. 3)

Proposal Submission Timeline

To allow enough time for internal review and approvals, proposals must be submitted to OSP **at least 20 business days before the sponsor's deadline**.

Submitting earlier is strongly encouraged, especially for multi-investigator or complex proposals. Proposals submitted with fewer than 20 business days' notice **may not receive full review or guaranteed submission**.

Internal Routing and Approvals Process

When the *Proposal Routing Form* and required documents are submitted, OSP will review the proposal for compliance, accuracy, and completeness. Once approved, OSP initiates the **Adobe Sign** routing process to obtain institutional approvals in a defined order.

Each approver receives the form automatically in sequence. **All required approvals must be obtained before OSP can submit the proposal to the sponsor**. If revisions are requested at any stage, the proposal will be returned to the PI for correction, and the routing process will restart.

Contact and Support

For additional information, tools, and resources related to proposal preparation and submission, **visit the Office of Sponsored Programs (OSP) website**.

PIs are encouraged to reach out by phone or email for individualized assistance with the *Proposal Routing Form*, budget preparation, or sponsor requirements.