**Proposal Routing Form -** The routing structure below is to aid in the circulation of the internal approval form and proposal materials for signature approval.

|  |  |
| --- | --- |
| **Once signed, please forward the internal approval form and proposal materials to the next individual in the list below.** | **Name of individual to sign and contact email for each approver and/or their administrative assistant’s name and email if applicable**  |
| Principal Investigator  |  |
| Co-Principal Investigator(s) (if applicable) |  |
| Department/School Authorization(s) |  |
| College/Divisions Authorization(s) |  |
| Other (if applicable) |  |
| Office of Sponsored Programs (OSP) | Tamara Hatch, jmu\_grants@jmu.edu  |

**Deadlines:**

* **XX/XX/2018** - Sponsor’s submission deadline (if applicable)
* **XX/XX/2018** - OSP’s internal deadline for the following materials

(5 business days before sponsor’s submission deadline)

**Required Enclosures:**

* [Internal approval form](http://www.jmu.edu/sponsoredprograms/forms-tools-resources/IAF.docx#Internal Approval Form)
* Project description
* Final budget narrative/justification
* Final budget

**Other Enclosures That Might Be Required (check all that apply):**

[ ] [Subrecipient vs. Contractor Checklist](https://www.jmu.edu/sponsoredprograms/forms-tools-resources/sub_or_contractor_rev_Jan2017.docx) for each subrecipient listed on the budget

[ ] [Signed Subrecipient Commitment Form](https://www.jmu.edu/sponsoredprograms/forms-tools-resources/subrecipient-commitment-form_revised_2016.doc) for each subrecipient listed on the budget

[ ] [Cost Sharing Request Form](https://www.jmu.edu/sponsoredprograms/forms-tools-resources/cost-share-request-rev2017.doc) requires department/school and college/division authorizations - The OSP will obtain the authorizations from the Vice Provost for Research & Scholarship and for Academic Resources

[ ] [Indirect Cost Waiver](https://www.jmu.edu/sponsoredprograms/forms-tools-resources/IDC%20Waiver2_v2_FINAL.docx) requires authorizations from the department/school; the college/division; the Vice Provost for Research & Scholarship; and for Academic Resources

[ ] [Overload Pay Authorization](https://www.jmu.edu/sponsoredprograms/forms-tools-resources/overload_pay_approval.doc) requires department/school and college/division authorizations

[ ] [NSF PI Certification](https://www.jmu.edu/sponsoredprograms/forms-tools-resources/nsf-pi-cert-page-rev-mar-2016.doc) to be signed by the PI and Co-PIs

[ ] [NIH PI Certification](https://www.jmu.edu/sponsoredprograms/forms-tools-resources/nih-pi-cert-page.doc) to be signed by the PI and Co-PIs

[ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The OSP accepts scanned, digital, or hardcopy original signatures. If a signer is going to be unavailable, an alternate signer may be listed. Contact the office of the signer for the information on who the alternate signer will be.