

On-line Proposal Routing System

Office of University Research

First things first:

1. Download the latest budget template from <http://research.latech.edu>.
2. Prepare your budget using the template, and prepare a budget justification.
3. E-mail these two documents to Elizabeth Womack (egwomack@latech.edu) for review and approval.
4. Once the budget is verified, you are ready!

Experience has clearly established that those who heed these steps live happier and longer lives.



1. Start at <https://forms.latech.edu/>



Access **Proposal Routing Form** system to initiate a new form or manage the forms that have already been initiated.

NOTE: Please use your webmail/Moodle login details on the next screen to access the system.



2. Click on the green text; ignore the security warning.
3. Log in using your webmail/Moodle login and password.



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Instructions:

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2. prepare your budget and a budget justification, and
3. send the two documents (budget & justification) to Elizabeth Womack (egwomack@latech.edu) for review.

Tutorial:

The on-line routing process is very intuitive, but a tutorial (PDF) can be accessed by clicking [here](#). You will sign the form electronically by typing in your full name and clicking the button "I verify."

Start a [New Form](#)

4. Start a new form

The on-line form is based on the paper routing form ...

Hello, ramu

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Please allow a minimum of 72 hours for OUR to process and two weeks for review. See LaTech Policies & Procedures #7102/ Submitting Proposals.

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PROPOSAL ROUTING FORM

<http://research.latech.edu/>

For Office of Research Use Only

Proposal #

Account #

Other

1. PI INFORMATION

Investigator(s) (*Include PI and two Co-PIs)	Department (*Department to which grants are to be coded)	E-mail	Campus Mail	4-Digit Telephone
PI <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Add PI"/>	<input type="button" value="Remove PI"/>			

2. REQUESTED FUNDING

3. PROJECT TITLE

4. PROJECT PERIOD

From:

To:

5. AGENCY NAME

5.a. Solicitation / RFP number, Program Name, or URL for guidelines:

5.b. Agency Type:

☐ Federal ☐ Federal Flow-Through ☐ State ☐ Industry/Other

... but there are some differences (like the one below):

8. COST SHARING INFORMATION			
Project Match	Cash	In kind	Source of funds
Senior personnel (salary+fringe)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Graduate student support	<input type="text"/>	<input type="text"/>	<input type="text"/>
Undergraduate student support	<input type="text"/>	<input type="text"/>	<input type="text"/>
Equipment (cash only)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Travel, supplies, and other costs* <small>(*Explain in match comments)</small>	<input type="text"/>	<input type="text"/>	<input type="text"/>
In-State Tuition Fee	<input type="text"/>	<input type="text"/>	<input type="text"/>
Out of State Fee Waiver	<input type="text"/>	<input type="text"/>	<input type="text"/>
F&A Waived	<input type="text"/>	<input type="text"/>	<input type="text"/>
F&A on Match	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL	<input type="text"/>	<input type="text"/>	

9. MATCH COMMENTS

The cost-sharing items in the paper form appeared to be causing a lot of confusion among researchers. Note that some items are cash only and some others are in-kind only. The additions to get the column totals are done for you.

Things to watch:

Compliance issues: #11; #12;

11. COMPLIANCE ISSUES*-check if proposal includes any of the following

☐ Human subjects [\[?\]](#) ☐ Laboratory animals [\[?\]](#) ☐ Hazardous materials/DNA/Radioactive [\[?\]](#)

*Describe action planned or taken in regard to appropriate committee review:

12. INTELLECTUAL PROPERTY*-check if proposal includes any of the following

☐ Patent ☐ Copyright ☐ Future intellectual property potential

If checked, please review the document "[How to Prevent Grant Proposals from Barring Patent Protection](#)" provided by Office of Intellectual Property and Commercialization.

*Describe actions planned or taken to protect IP through the Office of Intellectual Property and Commercialization:

F&A waiver

Financial disclosure

Is an F&A waiver requested?	<input type="radio"/> Yes* <input type="radio"/> No	If yes, attach F&A cost waiver form <input type="button" value="Choose File"/> No file chosen
Does the PI have significant financial interest that may present a conflict of interest?	<input type="radio"/> Yes* <input type="radio"/> No	If yes, attach Significant Financial Interest Disclosure form <input type="button" value="Choose File"/> No file chosen

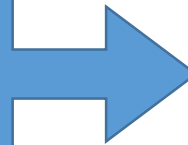
The F&A waiver and financial interest disclosure forms should be downloaded from the OUR website (<http://research.latech.edu>), completed, and attached.

Some other differences from the paper form can be found in Section 13:

13. PROJECT DESCRIPTION CHECKLIST

Answer all questions related to this project proposal	X	*If yes, complete below												
Will this project involve multiple colleges? If yes, identify the % effort proposed from each college.	<input type="radio"/> Yes* <input type="radio"/> No	<p>% effort distribution by college</p> <table><thead><tr><th>College Name</th><th>%</th></tr></thead><tbody><tr><td>College 1 ▼</td><td><input type="text"/></td></tr><tr><td>College 2 ▼</td><td><input type="text"/></td></tr><tr><td>College 3 ▼</td><td><input type="text"/></td></tr><tr><td>College 4 ▼</td><td><input type="text"/></td></tr><tr><td colspan="2">Total: <input type="text"/></td></tr></tbody></table> <p>Comments on effort distribution:</p> <div><input type="text"/></div>	College Name	%	College 1 ▼	<input type="text"/>	College 2 ▼	<input type="text"/>	College 3 ▼	<input type="text"/>	College 4 ▼	<input type="text"/>	Total: <input type="text"/>	
College Name	%													
College 1 ▼	<input type="text"/>													
College 2 ▼	<input type="text"/>													
College 3 ▼	<input type="text"/>													
College 4 ▼	<input type="text"/>													
Total: <input type="text"/>														

If the splitting of effort between multiple research centers or departments need to be documented, please use the “Comments” box for that.



A PI certification section has been added:

14. PI CERTIFICATIONS

By signing this form, PI certifies that the information provided in the biosketch and current & pending forms of the proposal are complete and accurate and that he/she understands that any misrepresentation may subject the PI to civil, criminal, and/or administrative penalties.

* By signing this form, PI promises to take the necessary actions to comply with Section 11 as soon as unofficial funding notification is received.

* By signing this form, PI certifies that action items from OPIC review (Section 12) will be completed prior to proposal submission.

By signing this form, PI certifies that he/she has read, understands and will comply with all Louisiana Tech Policies and Procedures, including with regard to research (7000 series) and specifically:

1416 – Outside/Dual Employment & Dual Appointment Holding: <http://www.latech.edu/administration/policies-and-procedures/1416.shtml>.

7112 – Intellectual Property Policy: <http://www.latech.edu/administration/policies-and-procedures/7112.shtml>

7113 – Misconduct in Scientific Research or Research Training: <http://www.latech.edu/administration/policies-and-procedures/7113.shtml>

7114 – Significant Financial Interest Policy: <http://www.latech.edu/administration/policies-and-procedures/7114.shtml>

7119 – Authorizing Contracts Between the University and a Member of the Faculty, Research Staff, or Coaching Staff or a Company in Which the Employee had an Interest Under Specified Circumstances: <http://www.latech.edu/administration/policies-and-procedures/7119.shtml>

1. Attach files in Section 15. Use the most recent Excel template for your budget (see slide #2)
2. You will also have the option to provide a URL for the RFP instead of attaching a file.
3. Please do attach at least a draft of the proposal at the routing stage.
4. If the attachments are not the final version(s), please e-mail the final proposal directly to Beth Free for submission and for our archives.

15. ATTACHMENTS

Request for Proposal (RFP): ☒ Upload a File ☐ Submit a URL

No file chosen

Document Description	Attachment	
a) Project Summary	<input type="button" value="Choose File"/> No file chosen	
b) Budget	<input type="button" value="Choose File"/> No file chosen	Please use the latest Excel budget template from OUR.
c) Budget Justification	<input type="button" value="Choose File"/> No file chosen	
d) Draft of Proposal	<input type="button" value="Choose File"/> No file chosen	

You will choose the names in the boxes for Department Head, Center Director (if applicable), Research Director, and Dean from drop-down lists. **Add additional names as necessary in case of multi-department/college proposals.**

16. COLLEGE AND DEPARTMENT APPROVAL/SIGNATURES

Please select the Department Heads, Center Directors, Research Directors, and Deans of Colleges that you want to forward this form for signatures to.

Department Head	Department Head ▼	Add	Remove
<hr/>			
Center Director	Center Director ▼	Add	Remove
<hr/>			
Research Director	Research Director ▼	Add	Remove
<hr/>			
Dean of College	Dean of College ▼	Add	Remove

PREVIEW

NOTE: You will get to preview this form before submitting it. Please make a good use of this feature and check each and every field very carefully before submitting it.

The preview button allows you to check the form and also brings up the “Proceed and Sign” button which allows you to sign and submit.

The form is signed by typing your full name into the text field and clicking on “I verify.”

Signing the form generates a QR code. The QR code scanner app on your phone will tell you who signed, from which IP address, and at what time.

Of course, the text printed next to the code gives you most of this info.

16. COLLEGE AND DEPARTMENT APPROVAL/SIGNATURES

PI



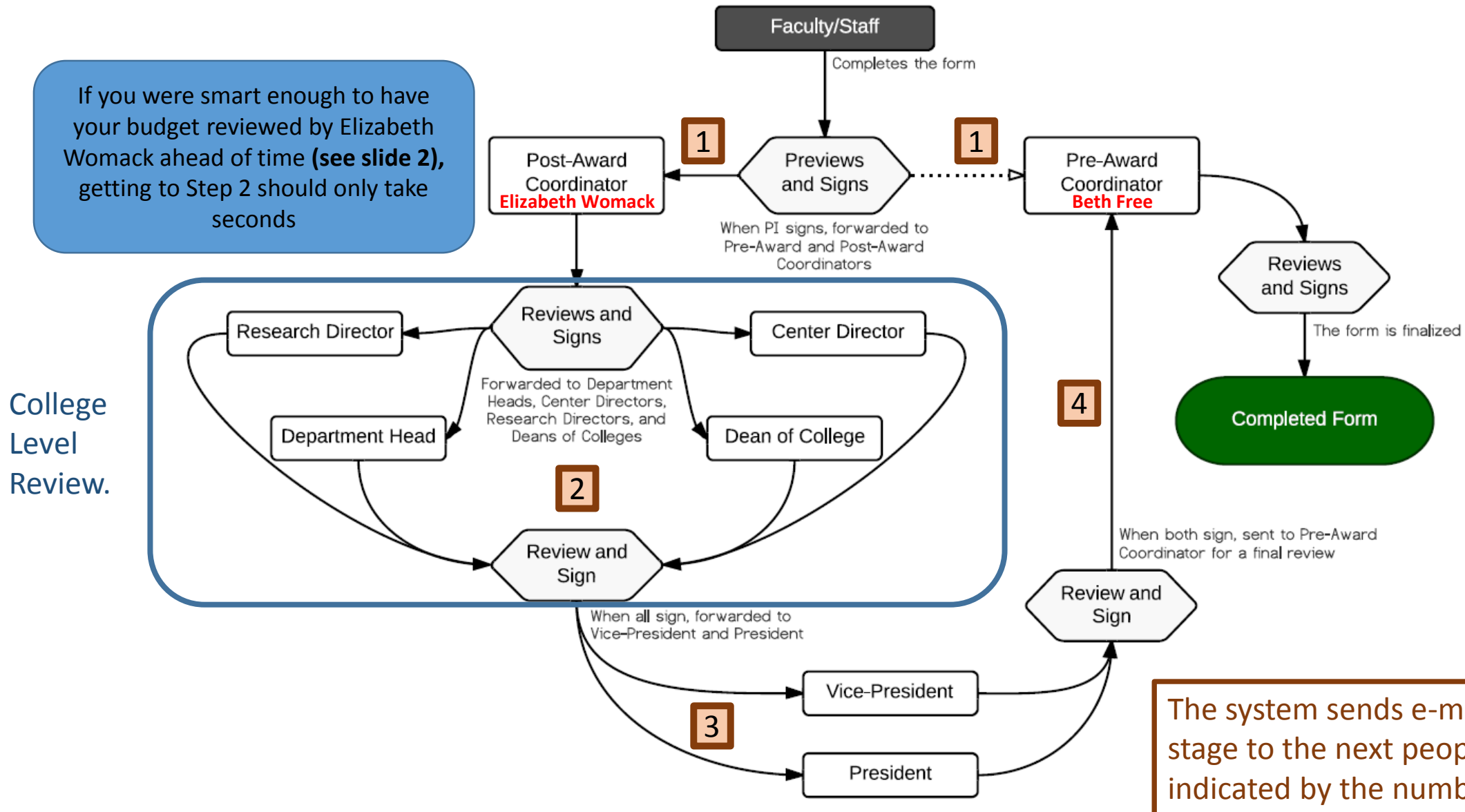
Ranu Ranachandran
Tue, 17 Jun 2014 09:02:20 -0500

Research Director

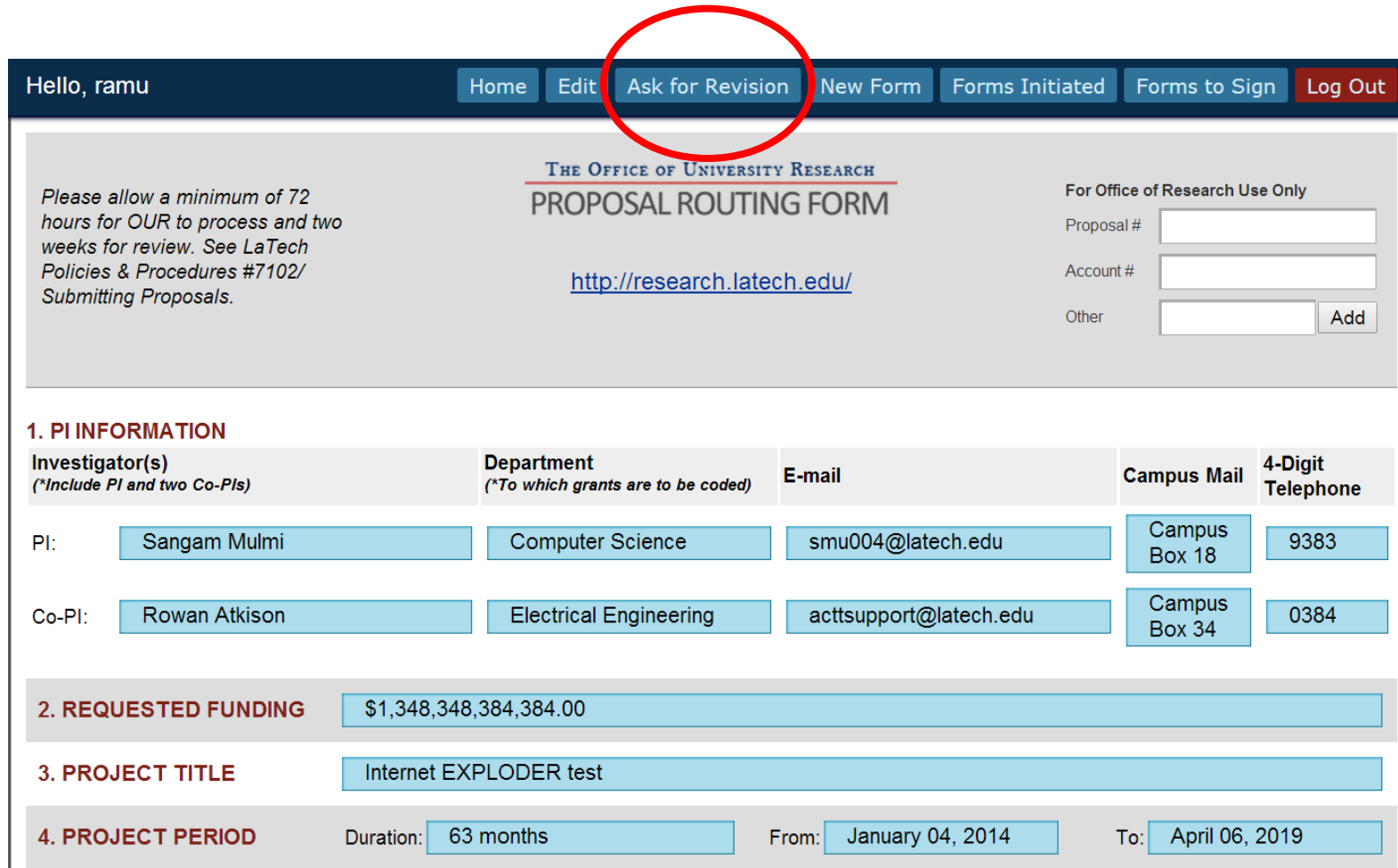


Ranu Ranachandran
Wed, 18 Jun 2014 09:42:24 -0500

What happens when you submit the proposal routing form?



You may get revision requests as your submission is being reviewed. You must **make the revision** and **re-sign** the form. You do NOT have to re-upload the files unless they have been changed.



Hello, ramu

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For Office of Research Use Only
Proposal #
Account #
Other Add

1. PI INFORMATION

Investigator(s) (*Include PI and two Co-PIs)	Department (*To which grants are to be coded)	E-mail	Campus Mail	4-Digit Telephone
PI: Sangam Mulmi	Computer Science	smu004@latech.edu	Campus Box 18	9383
Co-PI: Rowan Atkison	Electrical Engineering	acttsupport@latech.edu	Campus Box 34	0384

2. REQUESTED FUNDING \$1,348,348,384,384.00

3. PROJECT TITLE Internet EXPLODER test

4. PROJECT PERIOD Duration: 63 months From: January 04, 2014 To: April 06, 2019

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3. send the two documents (Budget and Budget Justification) to FinancialManagement@latech.edu for review.

Tutorial:

The "Tutorial" link in the left navigation bar

Start a [New Form](#)

Here you can check on the status of forms submitted, and also view past submissions. Administrators will also see forms that need to be signed.

Clicking [here](#). You will sign the form

Form Status link brings up the list of your proposals (see screen shot below left).

The screen shot below right shows all the forms in the system at the time but you will see only your proposals or the ones you have authorized or have been asked to authorize.

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Project Title	Date Created	Role	Status
LaCAM	06-17-2014	PI	Pending...
LaCAM: Louisiana Consortium for Advanced Manufacturing	06-29-2014	PI	Pending...

The number in the "Status" column means ...

- 1: PI has not signed (this happens when someone other than the PI has initiated the form). The PI is notified and asked to sign.
 - 2: Post-Award Coordinator has not signed.
 - 3: Department Heads, Center Directors, Research Directors, or Deans have not signed.
 - 4: President or Vice-President has not signed.
 - 5: Pre-Award Coordinator has not signed.
- Finalized:** Everyone has signed and the form has been finalized.

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Current Forms Statuses

Project Title	Date Initiated	Initiated By	Status *	Submission
Internet Explorer Test	07-10-2014	smu004	1	View
Internet EXPLODER test	07-10-2014	smu004	1	None
Humanoid Robots to Fight Road Obstruction	07-09-2014	acttsupport	1	None
Internet EXPLODER test after issues fixed	07-03-2014	smu004	2	None
Retina Display for Mac X 1.1.3	07-02-2014	smu004	4	None
Receipt of colorectal cancer surveillance care and survival	07-01-2014	esherer	2	None
LaCAM: Louisiana Consortium for Advanced Manufacturing	06-29-2014	acttsupport	5	None
Artificial Protein Sources for Vegetarians	06-29-2014	smu004	2	None
Retina Display for Max X 1.1.3	06-28-2014	acttsupport	1	None
Development of Multi-Functional Hydrogel Nanoparticles for Inhalable Co-Delivery of Platinum Chemotherapeutics and siRNA for the Treatment of Lung Cancer	06-28-2014	mcmoore	1	None
Analysis of Brain Dynamics in Ictogenesis	06-27-2014	ivlachs	1	None
iPhone 5s Finger Print Reader	06-27-2014	smu004	1	None
London Migration Analysis	06-20-2014	smu004	1	None
Risk of colorectal cancer	06-18-2014	esherer	1	None
LaCAM	06-17-2014	ramu	2	None
iPhone 5s Finger Print Reader	06-17-2014	smu004	2	None
iPhone 5s Finger Print Reader	06-17-2014	smu004	2	None

Use “inform us” link at the bottom of each page to report any problems or issues encountered while using the system.

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Report a Problem or Give a Feedback

If you are sending a message about the problem you have encountered in the system, please describe the problem in as detail as possible. Your detail description will help us identify the problem correctly, replicate it, and solve it.

Send

Disclaimer: This system is in a Beta phase. Please [inform us](#) if you encounter any issue or have any feedback.

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Two slides for administrators ... this is the first one:

You can assign a substitute signer for yourself by using the option on the home page:

THE OFFICE OF UNIVERSITY RESEARCH PROPOSAL ROUTING FORM

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The on-line routing process is very intuitive, but a tutorial (PDF) can be accessed by clicking [here](#). You will sign the form electronically by typing in your full name and clicking the button "I verify."

Start a [New Form](#)

Once assigned, the substitute can be inactivated, re-activated, or deleted at any time.

Disclaimer: This system is in a Beta phase. Please [inform us](#) if you encounter any issue or have any feedback.

Two slides for administrators ... this is the second one:

If you assign a substitute, both of you will get the e-mail alerts from the system. When the substitute signs, the substitute's user name appears in the signature so everyone knows who actually signed:

Dean of College



Hishan Hegab (ranu)
Wed, 20 Aug 2014 20:47:00 -0500

President



Leslie K. Guice (flournoy)
Thu, 21 Aug 2014 08:51:24 -0500

CREDIT, DISCLAIMERS, WEASEL WORDS, etc.

A big thanks goes to **Sangam Mulmi**, a very hardworking and bright Computer Science graduate student and his advisor, Sumeet Dua.

This system is in its advanced beta testing stage. It was used by COES researchers during the Summer and many improvements have been made. There may still be unresolved bugs in the system. Please help us by reporting bugs or problems using the “Inform us” link (previous slide) or e-mail Ramu Ramachandran (ramu@latech.edu) and Sangam Mulmi (smu004@latech.edu).

With your cooperation, we hope to fix all the bugs and have a robust system that will serve us all well.

WE HOPE YOU FIND THE ONLINE ROUTING SYSTEM TO BE A POSITIVE DEVELOPMENT.