

August 5, 1999

MEMORANDUM

To: Department Chairs

From: Thomas A. Fretz

Ref: Proposal Routing

As many of you are aware, the College is going through a transition period as it relates to the issuing of policies and suggested business practices. AGNR is becoming more involved in proposal and granting activity. This is a development I am excited about, however some guidelines need to be established.

All proposals must be routed through the Office of Research Administration & Advancement (ORAA). Proposal review takes place at many levels. Each proposal must be accompanied by the current version of the Internal Routing Form along with having appropriate signatures before submission to ORAA. In order for our office and ORAA to have appropriate time to review each proposal, I am requesting the complete proposal along with the routing form be submitted to the Assistant Dean for Finance and Management **at least five (5) working days prior to the deadline**. Walk-throughs do not allow for proper review.

Proposal review should start at the departmental level. Chairs or their designees (usually the department business office) are responsible for reviewing the proposal and routing form as to allow these documents to flow smoothly to ORAA. Listed below are a few items that should be reviewed prior to your endorsement:

- Internal Routing Form is complete
- Abstract and Budget is attached
- Budget matches data supplied on Internal Routing Form
- Facility and Administrative (Indirect) Cost section is completed and proper documentation is attached if budget reflects less than the University approved rate
- Cost Share/Matching information is reflected on both the budget and Internal Routing Form

Proper review and prior planning will allow this College to maintain a strong working relationship with the Office of Research Administration & Advancement while enhancing our Instruction, Extension, Research mission.