

## Oklahoma State University Policy and Procedures

<b>ROUTING SYSTEM – PROPOSALS, GRANTS, CONTRACTS, AND AGREEMENTS</b>	<b>1-0305 GENERAL UNIVERSITY September 2019</b>
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### **POLICY**

1.01 It is critical for the University to efficiently manage all proposals, grants, contracts and agreements (proposals and awards). Therefore, all proposals, grants, contracts, awards, and agreements must follow the University's routing system policy and procedures.

Pre-proposals, talking papers or discussion papers *used in lieu* of a formal proposal may obligate the University. Thus, it is important that these pre-proposals follow the University's routing process.

1.02 The President of the University will sign externally funded grants, contracts and agreements when the awarding agency requires a signature for acceptance of the award. The President has delegated this authority and responsibility to the Vice President for Research (VPR) for sponsored research, instruction, outreach, extension, and service agreements with one exception: the Vice President of the Division of Agricultural Sciences and Natural Resources (DASNR) may sign grants, contracts, and other agreements for DASNR with the Bureau of Indian Affairs, United States Department of Agriculture, and Oklahoma Department of Agriculture, Food and Forestry.

1.03 To provide for an administrative review and approval of all formal proposals and awards (e.g., grants, contracts, and agreements), the originating office prepares a routing sheet to accompany the proposal or award and sends the documents through a routing procedure. The routing sheet, guidelines for its completion, and a description of the routing process are available online at: <https://research.okstate.edu/urs/routing.html>.

1.04 University Research Services (URS), under the VPR, coordinates the routing procedure through the central administrative channels of the University. URS also maintains a database of routing actions and prepares quarterly reports on the University's proposal and award activity.

1.05 The OSU routing sheet is used to provide summary information for proposals and awards. The routing sheet serves two basic purposes: A) to track proposals, grants, contracts, and other agreements through the University administrative network; and B) to offer reasonable assurance that the University and the researcher are protected on financial and compliance related issues. The originating office, in cooperation with the principal investigator (PI), is responsible for the preparation of the routing sheet, and initiation of the routing process.

1.06 This policy includes proposals, grants, contracts and agreements involving the OSU Research Foundation (OSURF) and those between the OSU Foundation and the University.

1.07 Material transfer agreements and confidentiality (or nondisclosure) agreements are approved and signed by the Associate Vice President for Technology Development, or designee, before the normal routing procedure is initiated.

Effective  
November 1974

Revised  
May 1977  
July 1982  
October 1992  
January 2005  
October 2006  
May 2010  
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