

# Oklahoma State University Policy and Procedures

## ROUTING SYSTEM – PROPOSALS, GRANTS, CONTRACTS, AND AGREEMENTS

1-0305  
GENERAL  
UNIVERSITY  
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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 and Technology Transfer for sponsored research, instruction, outreach, extension, and service agreements with one exception: the Vice President of the Division of Agricultural Sciences and Natural Resources may sign grants, contracts, and other agreements for the Oklahoma State University Division of Agricultural Sciences and Natural Resources with the Bureau of Indian Affairs, United States Department of Agriculture, and Oklahoma Department of Agriculture, Food and Forestry.

1.04 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: <http://www.osu-ours.okstate.edu/routing.htm>.

1.05 The Office of University Research Services (OURS), under the Vice President for Research and Technology Transfer (VPRTT), coordinates the routing procedure through the central administrative channels of the University. OURS also maintains a database of routing actions and prepares quarterly reports on the University's proposal and award activity.

1.03 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 Center for Innovation and Economic Development (CIED) 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 and Director of the Office of Intellectual Property Management or designee before the normal routing procedure is initiated.

Effective: November 1, 1974

Revised: May 1977

July 1982

October 1992

January 2005

October 2006

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