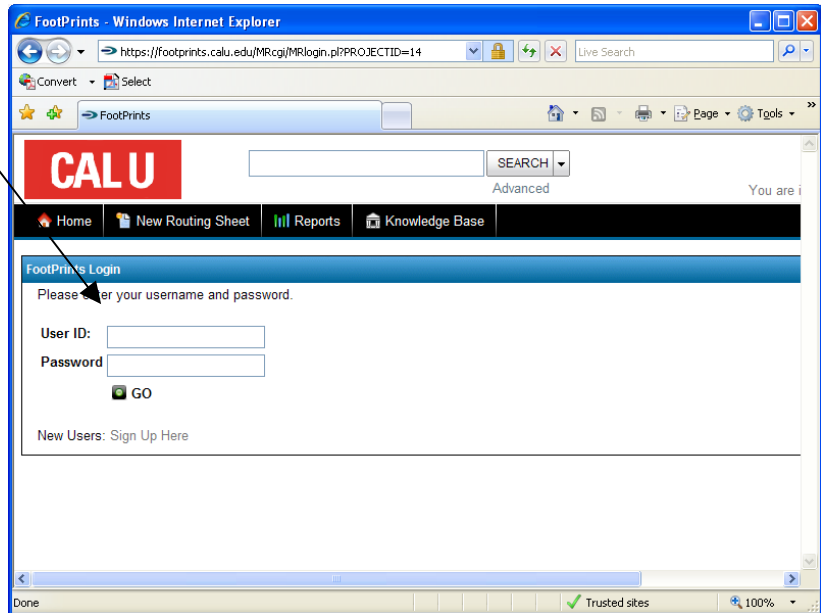


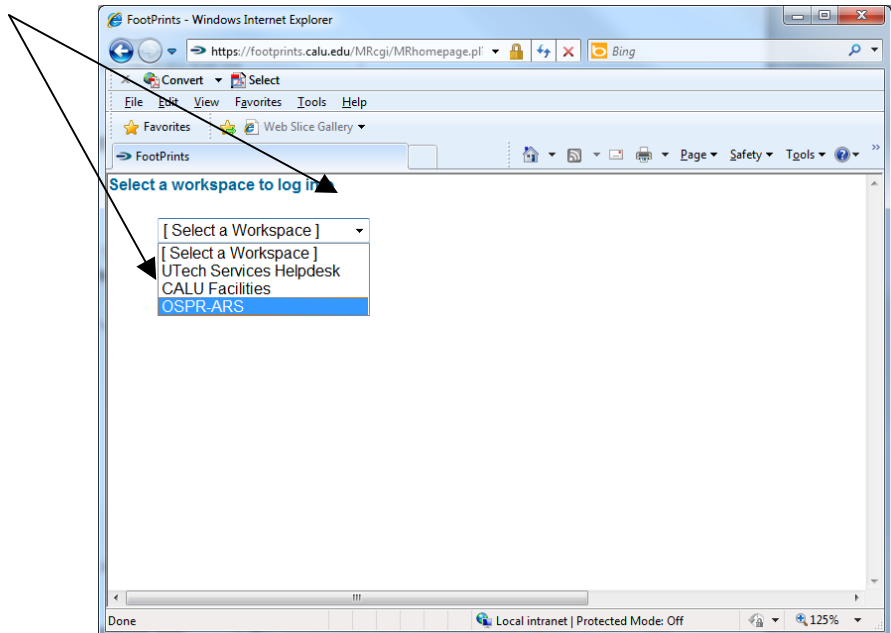
Instructions for Creating and Compiling a New Routing Sheet

****The routing sheet must be submitted 5 business days before the grant's deadline.**

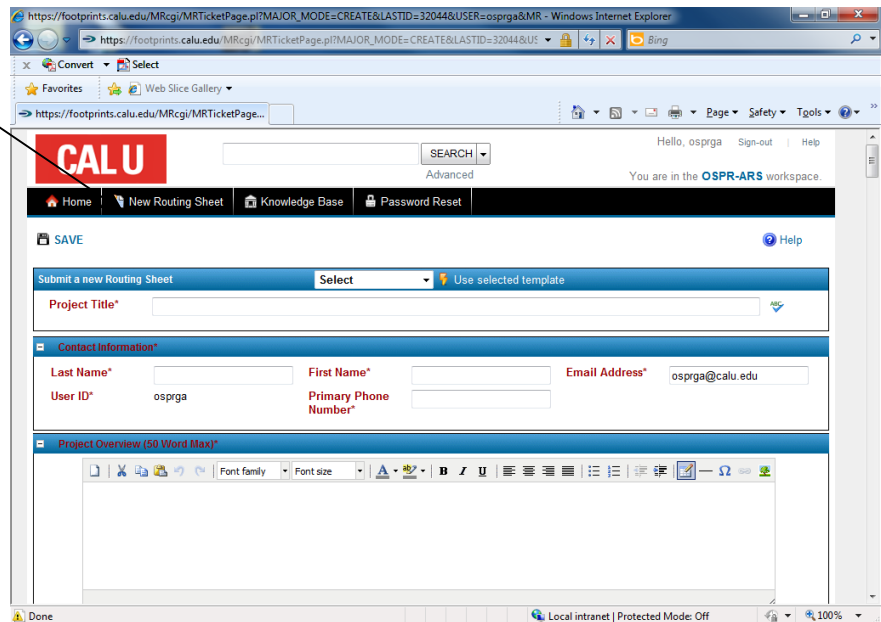
Step 1: Log on to Footprints
<https://mlfoot.calu.edu/MRcgi/MRlogin.pl> using your CalU User ID and password.



Step 2: A window will prompt you to “Select a workplace to log into.” Click the dropdown box and select “OSPR-ARS.”



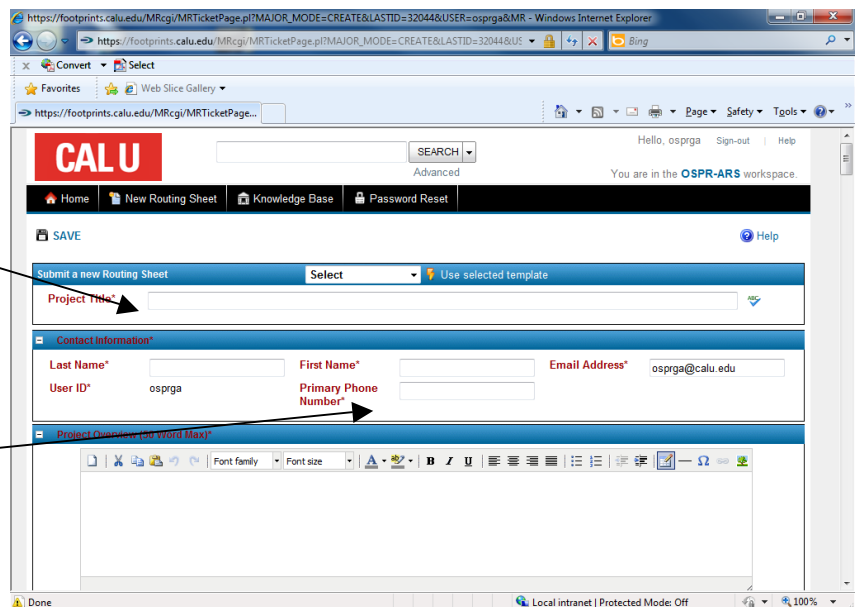
Step 3: To create a new routing sheet, Click “New Routing Sheet,” on the top left hand corner of the webpage.



Step 4: A new routing sheet will appear.

To begin, enter the “Project Title.”

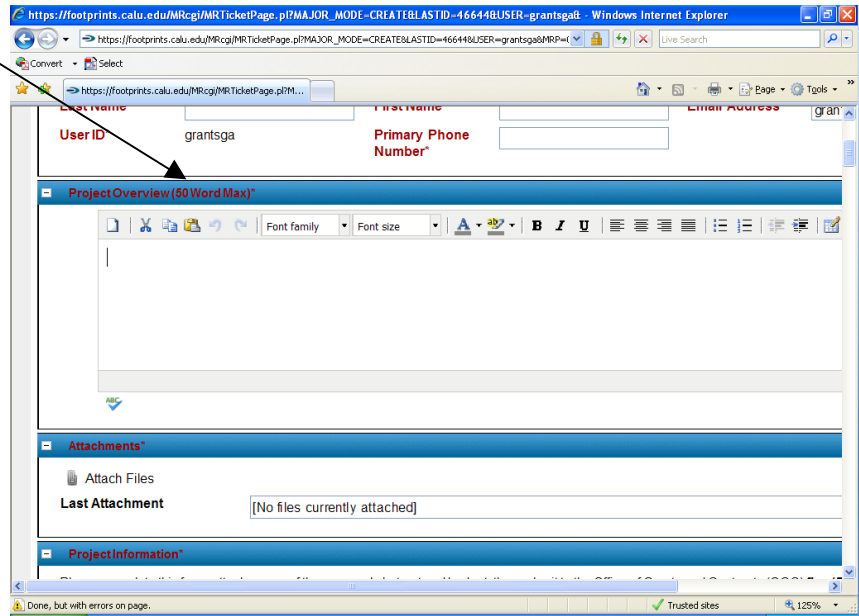
When entering your “Contact Information” all fields will auto fill except your phone number. Please enter your phone number.



Please note: We suggest you review all required fields prior to entering your data into the Routing Sheet, because required fields must be completed before the system will permit a save. All fields in red must be completed in order to save.

Please note: All editing must be complete prior to review by the Office of Sponsored Programs & Research (OSPR). If changes are necessary, please contact the OSPR.

Step 5: Continue on to “Project Overview.” There is a maximum of 50 words allowed; **no word counter or spelling/grammar check** is provided. Please count and review what you have entered before continuing.

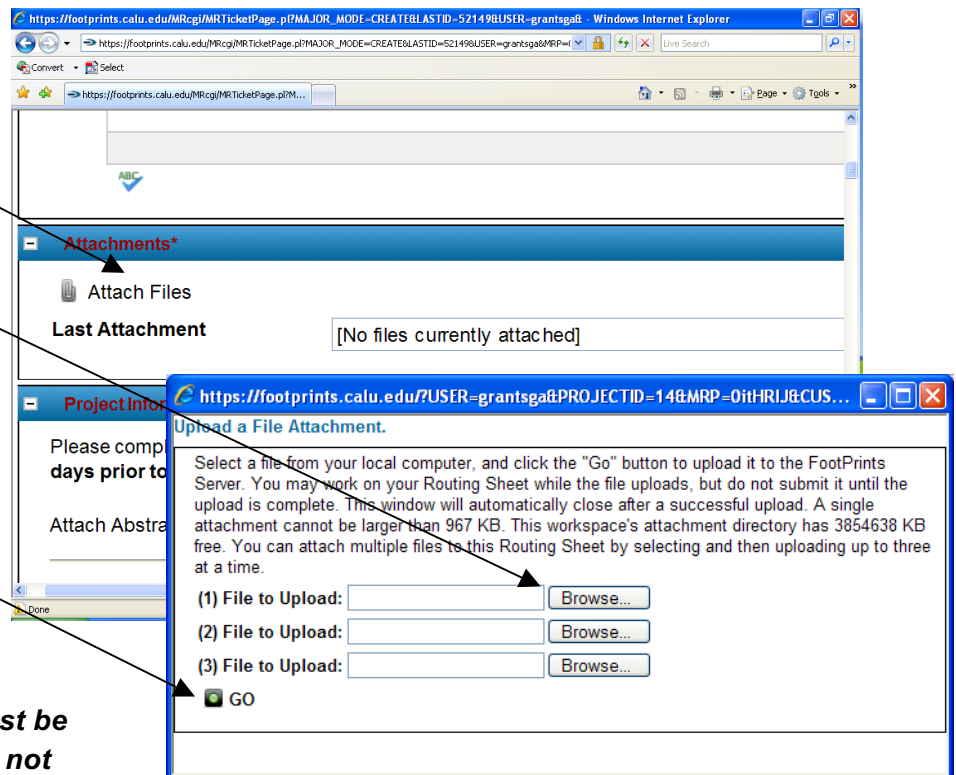


Please note and remember; the overview information should be condensed, maximum of 50 words, and will be used for publications. Please use terms understandable to a lay audience and do not include any data or materials potentially subject to copyright protection, proprietary information from the sponsor, or budgetary personnel data.

Step 6: Continue on to the “Attachments” section. Click on the icon “Attach Files.”

A new window will appear.

Click the “Browse...” button to select a file to upload and repeat as necessary. A budget and an abstract must be attached. Click the **GO** button to enter.



Please note: Documents must be attached. Routing Sheet will not permit a **SAVE** without attachments.

Step 7: Proceed on to the “Project Information” section. **All fields in red must be completed in order to save.**

Project Information

Please complete this form, attach a copy of the proposal abstract and budget, then submit to the Office of Sponsored Programs & Research (OSPR) five (5) working days prior to the sponsor's deadline. Cal U is not obligated to support projects resulting from proposals submitted without a fully-executed Routing Sheet.

Attach Abstract, Proposal Narrative, Budget and Cost Sharing documentation at the top of this form before submitting.

Project Director/Principal Investigator: Director's Department: Director's Campus Box:

Director's Extension:

Co-Project Director/Principal Investigator: Co-Director's Department: Co-Director's Campus Box:

Co-Director's Extension:

Sponsor/Funding Agency:

Deadline Date:

current date

Step 8: Continue on to “Budget Considerations” section. **All fields in red must be completed in order to save.**

Budget Considerations

The budget must reflect all costs associated with any item(s) checked "YES"

Will the conduct of this project incorporate:

Faculty workload equivalency (release time)? Faculty dual compensation?

Dedicating existing classroom, laboratory, office, and/or other space to the project? Alterations or renovations of existing space?

A Subaward to a subrecipient organization?

If yes, attach statement of work and budget for each subcontractor. Subcontractor will be required to sign an agreement with Cal U.

Graduate Assistants?

If yes, please complete these items:

Number of Graduate Assistants to be employed? Graduate Assistant stipends requested from grant?

Graduate Assistant stipends requested from Cal U? Graduate Assistant tuition waiver requested from Cal U?

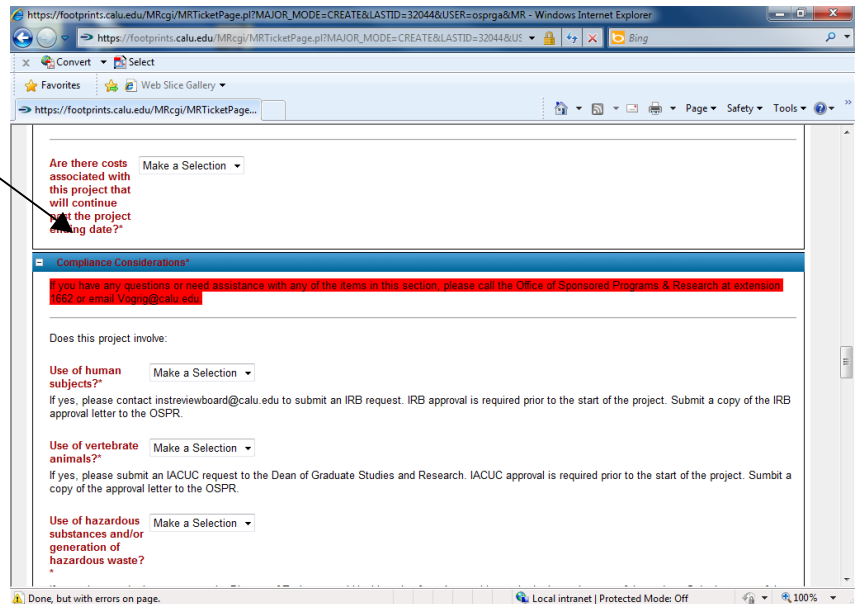
Step 9: The “Budget Summary” section requests the “Year 01 Budget Summary” and the “Total Project Budget Summary.” **Please note the difference.**

The screenshot displays two overlapping browser windows from the URL https://footprints.calu.edu/MRcg/MRTicketPage.pl?MAJOR_MODE=CREATE&LASTID=52149&USER=grants&MRP=. The top window shows the "Budget Summary" section, specifically the "Year 01 Budget Summary" (If not adding an amount please enter 0). It includes fields for "Direct Costs (DC)", "Sponsor Request (DC)*", "Other Match (DC)*", "Cal U Cash Match (DC)*", and "Direct Cost Totals (DC)*". The bottom window shows the "Total Project Budget Summary" section, which includes fields for "Total Direct Costs (TDC)", "Total Indirect Costs (TIC)", "Sponsor Requests (TIC)*", "Other Match (TIC)*", "Cal U Cash Match (TIC)*", and "Total Indirect Costs (TIC)*". An arrow points from the "Total Project Budget Summary" section to the "Year 01 Budget Summary" section.

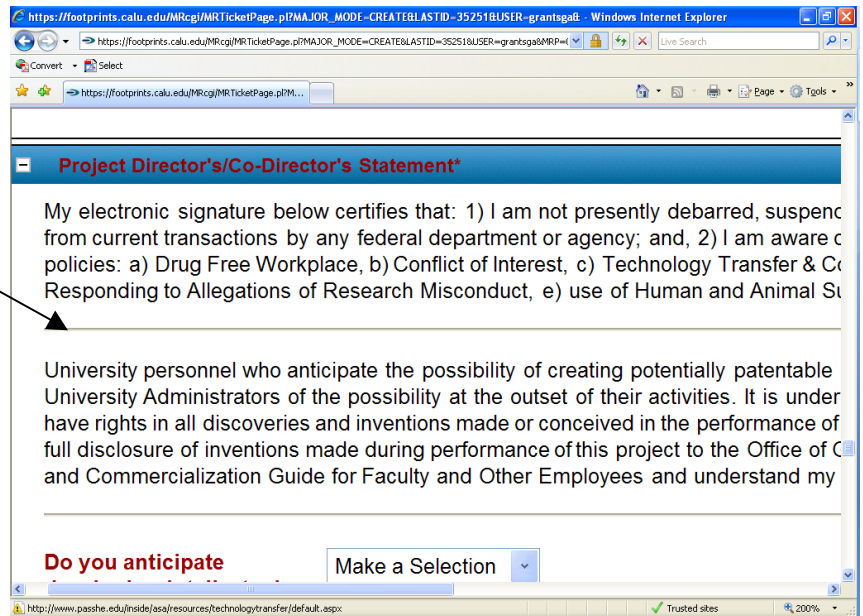
***Please note and remember; if not adding an amount to a field, insert a “0”.
No commas are required when entering numerical data (ex. 4500 not 4,500).***

- ***Indirect Cost Rate for Cal U is 50.90% of salary and fringe if grant project will be on campus. If off campus, rate is 22.60%.***
- ***Cost Sharing – Please remember to attach any documentation from authorized personnel acknowledging funds commitment to your project.***

Step 10: In the “Compliance Considerations” section be sure to **complete all sections in red**. **If you have any questions or need assistance** with any of the items in this section, please call the Office of Sponsored Programs & Research at extension 1662 or email primm@calu.edu.



Step 11: In the “Project Director’s/ Co-Project Director’s Statement” section, **please review and complete all areas in the red ink**.



Step 12: **Disregard** the “Necessary Signatures” section. Scroll to the bottom of the page.

https://footprints.calu.edu/MRcgi/MRTicketPage.pl?MAJOR_MODE=CREATE&LASTID=32044&USER=osprga&MR - Windows Internet Explorer

https://footprints.calu.edu/MRcgi/MRTicketPage.pl?MAJOR_MODE=CREATE&LASTID=32044&US

https://footprints.calu.edu/MRcgi/MRTicketPage...

Necessary Signatures

Your signature below certifies for the Office of Sponsored Programs & Research that the proposal has been reviewed and approved by the appropriate campus officials, and that the necessary provisions for any cost sharing or faculty release time as indicated on this form will be met.

Project _____ Date Director's _____ Mon Day Year
Director/Investigator's Chairperson/Director Signed _____
Department _____ current date

Co-Project _____ Date Co-Director's _____ Mon Day Year
Director/Investigator's Chairperson/Director Signed _____
Department _____ current date

Project _____ Date Director's _____ Mon Day Year
Director/Investigator's Dean or Vice President Signed _____
President _____ current date

Co-Project _____ Date Co-Director's _____ Mon Day Year
Director/Investigator's Dean or Vice President Signed _____
President Signature _____ current date

Signatures to be obtained by the Office of Sponsored Programs & Research:
Reviewed by OSPR: _____
(initials)
For All Projects:

Done, but with errors on page. Local intranet | Protected Mode: Off

On the bottom left hand corner click **SAVE**.

https://footprints.calu.edu/MRcgi/MRTicketPage.pl?MAJOR_MODE=CREATE&LASTID=11820&USER=osprga&MR - Windows Internet Explorer

https://footprints.calu.edu/MRcgi/MRTicketPage.pl?MAJOR_MODE=CREATE&LASTID=11820&USER=osprga&MRP=06J&DSW&CUSTOM=osprga&

California University of Pe... Hanover Share - Dropbox https://footprints.calu...

FOR ALL PROJECTS:

Assistant VP for Administration/Budget Director
Ms. Rosanne Pandrok _____ Date Ms. Pandrok _____ Mon Day Year
Signed: _____ current date

Or Foundation:

Director of Business and Finance:
Ms. Denise Smith _____ Date Ms. Smith _____ Mon Day Year
Signed: _____ current date

Vice President for Administration and Finance (or designee):
Mr. Robert Thorn _____ Date Mr. Thorn _____ Mon Day Year
Signed: _____ current date

Or:

Interim Vice President for University Development:
Ms. Sharon Navoney _____ Date Ms. Navoney _____ Mon Day Year
Signed: _____ current date

Acting Provost/Vice President for Academic Affairs:
Dr. Bruce Barnhart _____ Date Dr. Barnhart _____ Mon Day Year
Signed: _____ current date

Dean & Professor, School of Graduate Studies and Research, Associate Provost & Associate Vice President of Academic Affairs
Dr. Stanley Komacek _____ Date Dr. Komacek _____ Mon Day Year
Signed: _____ current date

Notifications

Additional Email Notifications

Addresses _____

SAVE

Done, but with errors on page. Local intranet | Protected Mode: Off

Please note: the Office of Sponsored Programs & Research will receive notification of your Routing Sheet when you click **SAVE and will send your routing sheet to the authorized signatories for approval.**