



**MANUAL/GENERIC
PROPOSAL ROUTING FORM QUESTIONS**

PI NAME:

SPONSOR AGENCY NAME:

FUNDING OPPORTUNITY NUMBER:

If NSF, non-collaborative collaborative

If collaborative, subaward/single submission separate award to each institution/simultaneous submission

PROJECT TITLE:

PROJECT START DATE:

PROJECT END DATE:

DEADLINE TYPE:

DEADLINE DATE:

DEADLINE TIME:

PERSONNEL

Have you held a faculty appointment at SDSU for less than 3 years?

Yes No

Is this a fellowship or career development application with a related faculty mentor/sponsor?

Yes No

Will you be designating other SDSU faculty as CoPI(s)?

Yes No

If yes, please list names

.....

AGENCY/PROJECT

Please briefly describe, in two to three sentences, the project goal in the box below.

Is this project associated with any SDSU Center or Institute?

Yes No

If Yes, specify the Center/Institute:

Does this project include funding for either the development or offering of courses where individual students will be paying/registering directly for courses and earning CEUs or a SDSU certificate?

Yes No

Does your project require Information Technology support, including but not limited to computers, networking, security, application software, data storage, etc?

Yes No

Have you budgeted for all IT needs in your direct costs?

For assistance in planning for IT costs, please see your college coordinator.

Yes No

Have you discussed your IT needs with your department/school/college coordinator?

Yes No

Does your project propose development of new curriculum?

Yes No

Is cost sharing required in the guidelines by the sponsor?

Yes No

Does the budget include support for SDSU students, such as stipends, tuition, fellowships/scholarships or other non-payroll reimbursements such as books or travel? (Any non-payroll payments must be coordinated with the SDSU Financial Aid Office prior to issuance.)

Yes No

Are subcontracts anticipated in your budget?

Yes No

Is **SDSU** space included in the budget for your proposed project?

Yes No

SDSU space should be checked "yes" if any additional university space is needed to conduct your sponsored project. This would include space needs over and above already-assigned office, lab, or classroom space located on the SDSU campus for yourself or SDSU CoPI(s). (Space at the Alvarado Medical Center, Sky Park building, or other SDSURF-owned or leased space is not defined as SDSU space.)

Will there be any **SDSU Research Foundation** space needs for your proposed project either for yourself or Co-PI(s)?

Yes No

If yes to SDSURF space, is the project requesting:

Is any new or additional space needed, if so select from the options:

Location/Address of Requested SDSURF space:

Office	Lab
Vivarium Use	Training
Medical	Clinic
Conference/Classroom	Other:

If this is a research project, will it require the use of drones or other Unmanned Aerial Systems (UAS)?

Yes No

DSU Federal Aviation Administration (FAA) Drone Committee approval is required for all faculty and staff at SDSU or SDSURF using drones or other Unmanned Aerial Systems (UAS)* in their research at SDSU or SDSURF. Failure to secure approval of drone or other UAS use in you research at SDSU or SDSURF may result in the following: loss or delay of funding, personal liability for FAA fines, and/or personal liability for fines issued by other governmental agencies. To apply for SDSU FAA Drone Committee approval, the FAA Drone Committee application can be accessed using the following link: <https://sdsu.infoready4.com/#competitionDetail/1761770>

REGULATORY

Does your project involve any of the following compliance regulations?

Human Subjects?

Yes No

If yes, do you have IRB approval or is it pending?

Animal Subjects?

Yes No

If yes, do you have IACUC approval or is it pending?

DEA controlled Substances/Precursor Chemicals?

Yes No

Biological Hazards/Recombinant DNA use?

Yes No

Chemical Hazards?

Yes No

Ionizing Radiation?

Yes No

Diving?

Yes No

Intellectual Property/Patents/Copyright?

Intellectual Property produced through sponsored research administered by the Foundation must be assigned to the Foundation to comply with federal law and adhere to best practices. Read [this document](#) for a detailed explanation as to why assignment of IP to the Foundation is necessary.

Yes No

Security Classifications/Restrictions?

Yes No

Will the project data you use/produce be considered confidential or have access restrictions to non-project or non-U.S. personnel?
(Note: this is not in reference to confidentiality related to the use of human subjects)?

Yes No

Publication Restrictions?

Yes No

At Risk Activities?

Yes No

Will this project include work conducted outside the United States?

Yes No

If yes, Indicate specific countries, activities and foreign collaborators.

Will this project involve foreign national faculty (including yourself), staff, students or sub-recipients as collaborators or employees?
Please note SDSU Research Foundation is a separate employer from SDSU and visa status can impact budgeting for personnel.

Yes No

If yes, Briefly describe the proposed countries, activities and/or non- U.S. entities involved, and type of information or materials to be shared. If the project involves foreign nationals, whether or not employed by SDSU or SDSU Research Foundation, provide an explanation of the foreign national's affiliation.

Is international travel required in order to complete this project or planned for any conferences?

Yes No

If yes, name the country of the planned international travel for work or for attending a conference.

Will any equipment, materials, technology or software be exported outside the USA by SDSU in the course of this project?

Yes No

If yes, briefly describe the proposed export:

Is your proposal in response to a funding opportunity related to COVID-19? Yes No

Is this proposal being submitted to a private company?

Yes No

Is this proposal being submitted to a Hispanic-Serving Institution (HSI) funding opportunity?

Yes No

HSI Funding Opportunity Number:

Is it in response to a Small Business Innovation Research (SBIR) or Small Business Technology Transfer (STTR) funding opportunity?

Yes No

Please indicate funding opportunity number

Additional comments (if necessary):