

## **Proposal Routing Process**



<ul> <li>Foreign Sponsor - Originating</li> <li>Notification sent to Export Control group for review when Originating Sponsor Type is Foreign</li> <li>Note: LSU Questionnaire should answer "yes" for #5e.</li> <li>Recommendation made on PT Approvals tab. At minimum, must have "Received for Review" status to submit proposal.</li> </ul>
<ul> <li>Radiation Safety</li> <li>Notification sent to Radiation Safety Officer for review when #4 of the LSU Questionnaire is checked Yes.</li> <li>Recommendation made on PT Approvals tab. At minimum, must have "Received for Review" status to submit proposal.</li> </ul>
<ul> <li>F&amp;A Waiver</li> <li>Notification sent to ORED when #17 of the LSU Questionnaire is checked Yes and Requesting Waiver Approval is selected (Vet School excluded)</li> <li>Action on step 18.</li> </ul>
<ul> <li>Cost Sharing</li> <li>Notification sent to ORED when #19 of the LSU Questionnaire is checked Yes and Voluntary Committed is selected.</li> <li>Action on step 19.</li> </ul>
<ul> <li>CAMD (for radiation safety)</li> <li>Notification sent to CAMD Radiation Safety Officer for review when #4 of the LSU Questionnaire is checked Yes and use of CAMD is Yes.</li> <li>CAMD may add comment under Radiation Safety to PT Approvals, but no separate approval is made.</li> </ul>
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Step 12	<ul> <li>Classified Work</li> <li>Notification sent to Assistant Vice President of Sponsored Programs for review when #10 of the LSU Questionnaire is checked Yes.</li> <li>Assistant Vice President of Sponsored Programs will determine what approvals are needed.</li> </ul>
Step 13	<ul> <li>Hazardous Materials</li> <li>Notification sent to Environmental Health &amp; Safety when #15 of the LSU Questionnaire is checked Yes</li> <li>No approval needed.</li> </ul>
Step 14	•Department Administrator Notficaition of Route
Step 15	<ul> <li>Investigators/Dept Heads/Deans</li> <li>Approval required for all Investigators listed as Senior/Key on the Personnel tab and all individuals on allocation tab in #26 of LSU Questionnaire and their respective Dept Head, and Dean (if applicable).</li> <li>Approval documented on Internal Routing &amp; Approvals tab.</li> </ul>
Step 16	<ul> <li>Computation &amp; Technology (CCT)</li> <li>Approval is required by CCT when #27 of the LSU Questionnaire is checked Yes and b) Center for Computation and Technology (CCT) is checked.</li> <li>Approval documented on Internal Routing &amp; Approvals tab.</li> </ul>

Step 17	<ul> <li>Coastal Studies Institute (CSI)</li> <li>Approval is required by CSI Director when #27 of the LSU Questionnaire is checked Yes and c) Coastal Studies Institute is checked.</li> <li>Approval documented on Internal Routing &amp; Approvals tab.</li> </ul>
Step 18	<ul> <li>F&amp;A Waiver</li> <li>Approval required by ORED when #17 of the LSU Questionnaire is checked Yes and Requesting Waiver Approval is selected (Vet School excluded).</li> <li>Approval documented on Internal Routing &amp; Approvals tab.</li> </ul>
	<ul> <li>Cost Sharing</li> <li>Approval is required by ORED when #19 of the LSU Questionnaire is checked Yes and Voluntary Committed is selected.</li> </ul>
Step 19	•Approval documented on Internal Routing & Approvals tab.
Step 20	<ul> <li>Extra Compensation</li> <li>Approval is required by HRM and ORED when #16 of the LSU Questionnaire is checked Yes.</li> <li>Approval documented on Internal Routing &amp; Approvals tab.</li> </ul>
Step 21	<ul> <li>Renovations and Construction</li> <li>Approval is required by Facility Services when #13 of the LSU Questionnaire is checked Yes.</li> <li>Approval documented on Internal Routing &amp; Approvals tab.</li> </ul>
	<ul> <li>New Courses</li> <li>Approval is required by Academic Affairs when #11 of the LSU Questionnaire is checked Yes.</li> </ul>
Step 22	•Approval documented on Internal Routing & Approvals tab.
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## OSP approval of the proposal is documented on the PT Status History tab with status change of "Approved to Submit".

<u>Note</u>: LSU Questionnaire Numbers 1, 6-9, 12, 14, 15, 18, 20-25, 27a, 27d-f, 28, 29 are for reporting/informational purposes and do not require a recommendation or approval at the proposal stage.