Instructions for Internal Routing Form

Routing Instructions:
- Complete the form in its entirety
- Once completed, the PI will electronically sign the document
- The form is locked once the PI signs and no changes can be made to the form
- The form must be saved in order to electronically sign, and the user will be prompted
- Once the PI signs, he/she should forward the routing form, budget, and proposal to the chair for signature via email
- The chair should forward to the dean for electronic signature
- The fully completed and signed routing form should be sent to the appropriate OSP pre-award administrator with the budget and proposal

Instructions for creating new electronic signature in Adobe:
- Complete form first
- Click on appropriate signature block
- Select “new” digital ID
- Recommend storing self-signed digital ID in suggested location
- Enter personal information requested
- Select personal password and remember for future use
- Finish

Below are some highlights and standard definitions for the various data elements on UNLV’s Internal Routing Form

Proposal Type:
- New Proposal: Self-explanatory – first time submission to a sponsor
- Continuation (non-competitive): Incremental funding, typically in one year increments
- Renewal (competitive): A request to continue for one or more additional budget periods a project that would otherwise expire
- Federal Appropriation (Earmark): Congressional set aside

CFDA#: Catalog of Federal Domestic Assistance - A detailed compendium of all Federal assistance available to State and local governments. The CFDA # can typically be found on the cover page of the funding announcement or RFP.

Project Type:
- Research: Basic research is to gain more comprehensive knowledge or understanding of the subject under study without specific applications in mind. In industry, basic research is defined as research that advances scientific knowledge but does not have specific immediate commercial objectives, although it may be in fields of present or potential commercial interest.

- Instruction: All activities that are part of an institution’s instruction program, including activities for credit and noncredit courses, for academic, vocational, and technical instruction, for remedial and tutorial instruction, and for regular, special, and extension sessions. Activities for departmental research and public service that are not separately budgeted should be included in this classification.

- Public Service: Any activity that is established primarily to provide non-instructional services beneficial to individuals and groups external to the University. Examples include conferences, institutes, general advisory services, reference bureaus, radio and television, consulting, and similar non-instructional services provided to particular sectors of the community.

- Student Services: Any activity whose primary purpose is to contribute to the student’s emotional and physical well-being and to his or her intellectual, cultural, and social development outside the control of the formal instruction program.

- Academic Support: Any activity whose primary purpose is to provide academic support services for the institution’s primary mission of instruction.

- Scholarship & Fellowship: Any activity primarily for scholarships and fellowships in the form of grants to students, resulting either from selection by the institution or from an entitlement program.
**Sponsor:** The sponsor is the entity/organization which will directly fund UNLV.

**Federal Flow-through Sponsor:**
The federal flow-through sponsor is the entity/organization where the funds from the Sponsor originate. Example: the award may be from the National Science Foundation, but the University of Colorado will be sending a Subaward to UNLV, the National Science Foundation would be noted as the Federal Flow-through Sponsor and the University of Colorado would be the Sponsor.