



## **ROUTING POLICY-PROPOSAL, GRANT CONTRACT AND AGREEMENT**

### **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 contract, awards, and agreements must follow the University's routing process. 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 is the Authorized Official of Langston University (AO).

1.03 The LU 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.

1.04 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 on the Langston University website.

1.05 The Office of Sponsored Programs coordinates the routing procedure through the central administrative channels of the University. OSP also maintains a database of routing actions.