



Preliminary Proposal Routing Form

Required for all proposal elements. Submit this form as soon as possible, even if a decision to pursue funding is still tentative.

Initiated By:

Date:

PI Instructions: Fill out Sections 1-3 as known/applicable & sign in Section 4. Then send form to Research & Budgeting Center.

Section 1: Project Information

Preliminary Title:

Period of Performance:

Submission Deadline:

Proposal Type:

Project Classification:

Funding Agency:

Routing:

Project Attachments:

Project Abstract

Compliance Data:

Human Subjects?

Request for Proposals

IRB Approval Date:

Special Considerations:

Additional space needed?

Animal Use?

Please indicate if these items are expected to be applicable to this project.

Proprietary data requirement?

Recombinant DNA?

Development of intellectual property?

Infectious Agents?

Radioactive Materials?

Hazardous Chemicals?

Section 2: Project Team *To further split proposal credit among NMSU PIs, please append a list detailing the division of credit & COI disclosures. Credit must total 100%.

Primary HEST PI

HEST Co-PI

Department

Department

NMSU Credit %*

NMSU Credit %*

HEST Org #:

Does any PI need to disclose a conflict of interest for this project?
If yes, please follow NMSU procedures for doing so.

Section 3: Summary of Proposal Budget

Estimated Request Total:

Cost Share/Match:

Indirect Cost (IDC) Rate %:

Section 4: Acknowledgment

*For additional PIs from HEST, please add signatures below or in appended pages.

Print Name

Signature

Date

HEST Principal Investigator

HEST Principal Investigator*

Foundation Officer (if applicable)

Department Head/Director

Associate Dean of Research
(only one signature needed)

HEST Research & Budget Co-Director

Section 5: Budget Development

Print Name

Signature

Date

Proposal Budget Released:

PI Approval for Draft Contract/Scope of Work:

Post-Award Budget Released:

Final Expenses Report Released: