



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, and then submit this form to RBO as early as possible.

Section 1: Project Information

Preliminary Title:

Period of Performance:

Agency Deadline:

Proposal Type:

HEST Deadline:
(10 business days prior)

Funding Agency:

Routing:

Project Classification:

Compliance Data:

Human Subjects?

Project Attachments:

Project Abstract

IRB Approval Date:

Request for Proposals

Animal Use?

Special Considerations:

Additional space needed?

Recombinant DNA?

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

Proprietary data requirement?

Infectious Agents?

Development of intellectual property?

Radioactive Materials?

Hazardous Chemicals?

Section 2: Project Team *Credit split across all NMSU PIs must total 100%. Each HEST PI must indicate if they have a Conflict of Interest (COI) to disclose before signing below.

HEST PI Name:

HEST PI Name:

Department & Org:

Department & Org:

Credit Split %*:

COI to disclose?

Credit Split %*:

COI to disclose?

Signature & Date:

Signature & Date:

HEST Co-PI Name:

HEST Co-PI Name:

Department & Org:

Department & Org:

Credit Split %*:

COI to disclose?

Credit Split %*:

COI to disclose?

Signature & Date:

Signature & Date:

Section 3: Summary of Proposal Budget

Estimated Request Total:

Cost Share/Match:

Indirect Cost (IDC) Rate %:

Section 4: Acknowledgments

Print Name

Signature

Date

HEST Program Specialist

Foundation Officer (if applicable)

HEST PI Department Head

HEST PI Department Head

HEST Associate Dean of Research
(only one signature needed)