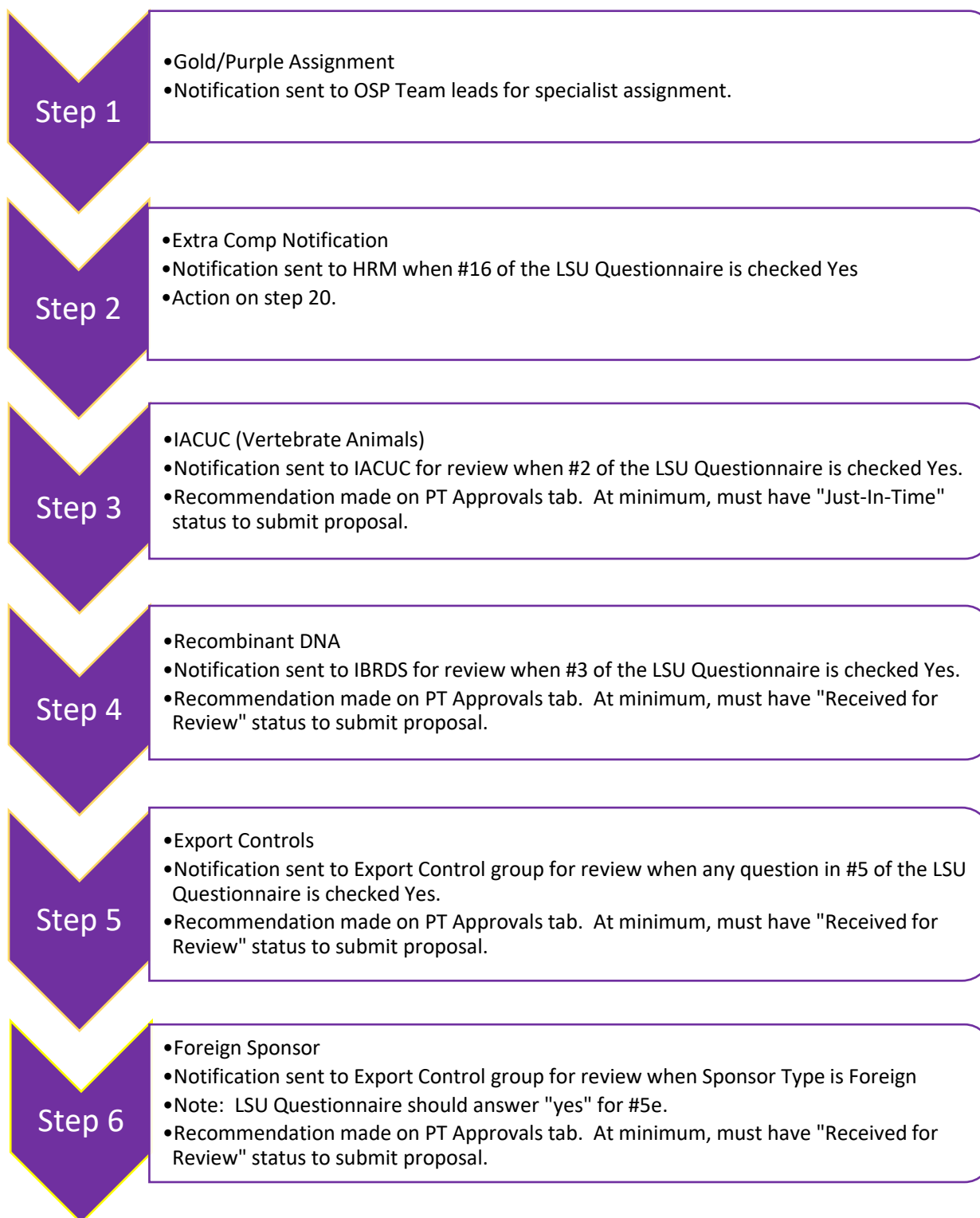


Proposal Routing Process



Step 7

- Foreign Sponsor - Originating
- Notification sent to Export Control group for review when Originating Sponsor Type is Foreign
- Note: LSU Questionnaire should answer "yes" for #5e.
- Recommendation made on PT Approvals tab. At minimum, must have "Received for Review" status to submit proposal.

Step 8

- Radiation Safety
- Notification sent to Radiation Safety Officer for review when #4 of the LSU Questionnaire is checked Yes.
- Recommendation made on PT Approvals tab. At minimum, must have "Received for Review" status to submit proposal.

Step 9

- F&A Waiver
- Notification sent to ORED when #17 of the LSU Questionnaire is checked Yes and Requesting Waiver Approval is selected (Vet School excluded)
- Action on step 19.

Step 10

- Cost Sharing
- Notification sent to ORED when #19 of the LSU Questionnaire is checked Yes and Voluntary Committed is selected.
- Action on step 20.

Step 11

- Intellectual Property Office
- Notification sent to ITC when #7 of the LSU Questionnaire is checked Yes.
- No approval needed at proposal stage.

Step 12

- Louisiana Light Source (LLS) (for radiation safety)
- Notification sent to Louisiana Light Source (LLS) Radiation Safety Officer for review when #4 of the LSU Questionnaire is checked Yes and use of Louisiana Light Source is Yes.
- Louisiana Light Source (LLS) may add comment under Radiation Safety to PT Approvals, but no separate approval is made.

Step 13

- Classified Work
- Notification sent to OSP Assistant Vice Chancellor for review when #10 of the LSU Questionnaire is checked Yes.
- OSP Assistant Vice Chancellor will determine what approvals are needed.

Step 14

- Hazardous Materials
- Notification sent to Environmental Health & Safety when #15 of the LSU Questionnaire is checked Yes
- No approval needed.

Step 15

- Department Administrator Notification of Route

Step 16

- Investigators/Dept Heads/Deans
- 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).
- Approval documented on Internal Uploads & Routing tab.

Step 17

- Computation & Technology (CCT)
- Approval is required by CCT when #27 of the LSU Questionnaire is checked Yes and b) Center for Computation and Technology (CCT) is checked.
- Approval documented on Internal Uploads & Routing tab.

Step 18

- Coastal Studies Institute (CSI)
- Approval is required by CSI Director when #27 of the LSU Questionnaire is checked Yes and c) Coastal Studies Institute is checked.
- Approval documented on Internal Uploads & Routing tab.

Step 19

- F&A Waiver
- Approval required by ORED when #17 of the LSU Questionnaire is checked Yes and Requesting Waiver Approval is selected (Vet School excluded).
- Approval documented on Internal Uploads & Routing tab.

Step 20

- Cost Sharing
- Approval is required by ORED when #19 of the LSU Questionnaire is checked Yes and Voluntary Committed is selected.
- Approval documented on Internal Uploads & Routing tab.

Step 21

- Extra Compensation
- Approval is required by HRM and ORED when #16 of the LSU Questionnaire is checked Yes.
- Approval documented on Internal Uploads & Routing tab.

Step 22

- Renovations and Construction
- Approval is required by Facility Services when #13 of the LSU Questionnaire is checked Yes.
- Approval documented on Internal Uploads & Routing tab.

Step 23

- New Courses
- Approval is required by Academic Affairs when #11 of the LSU Questionnaire is checked Yes.
- Approval documented on Internal Uploads & Routing tab.

OSP approval of the proposal is documented on the PT Status History tab with status change of "Approved to Submit".

Note: LSU Questionnaire Numbers 1, 6-9, 12, 14, 15, 18, 20-25, 27a, 27d, 27e, 28, 29 are for reporting/informational purposes and are not included on the route.