

# OSP Route Sheet Instructions

## Internal Review and Approval of Sponsored Programs

These instructions are intended to explain the information requested on the TTUHSC Office of Sponsored Programs (OSP) Route Sheet. The signed Route Sheet should be submitted with the final proposal at least 5 working days prior to the sponsor deadline. Adhering to the internal deadline is important. Electronic applications prepared electronically through grants.gov are only accepted when submitted by OSP.

### KEY PERSONNEL

Project Directors/Principal Investigators and Co-Investigators must be listed on the route sheet. PD/PIs and Co-Is must sign the route sheet along with their Department Chair and Dean (if required by school). These signatures represent approval of the application and availability of resources necessary to complete the project.

### SUB-CONTRACTS

The same internal review and compliance requirements apply when TTUHSC is proposed to be a sub-recipient on another institution's proposal to a sponsor. Application materials must be submitted to OSP at least 5 working days prior to the lead entity's deadline. At a minimum, please submit a signed Route Sheet, a Statement of Work and an institutional budget.

### CONFIDENTIAL STAMP

Information that could become the subject of a U.S. patent application may be protected from disclosure through the Freedom of Information Act (FOIA) by use of confidential stamps available in OSP.

### PROJECT TYPE

**New:** A proposal submitted for the first time to this sponsor

**Resubmission:** A revision of a previously unfunded submission to this sponsor

**Non-competing continuation:** A renewal application to continue funding for an existing award on a non-competitive basis

**Competing renewal:** A renewal application to continue funding for a previously awarded project on a competitive basis

**Supplemental:** Request for additional funds to an existing award, with or without a change in the project period

### ANNUAL % EFFORT

Percent effort refers to the percentage of time to be spent on the proposed sponsored project. It includes the time spent working on a sponsored project in which salary is directly charged or contributed (cost-sharing). Effort is expressed as a percentage of the total amount of time spent on TTUHSC work-related activities (instruction, research, patient care, administration, etc.) for which the institution compensates an individual.

### USE OF PROJECT

If research, more detailed information is requested for an annual report to the Texas Higher Education Coordinating Board:

**Medical:** deals with the causes, effects, prevention or control of abnormal conditions in humans or their environment as it relates to health; examples include internal medicine, neurology, ophthalmology, public health, dentistry, veterinary medicine

**Biological:** deals with the origin, development, structure, function, and interaction of living things; examples include anatomy; genetics; immunology; microbiology; pathology; bacteriology

**Basic Research:** the objective of the sponsoring agency is to gain knowledge or understanding of the fundamental aspects of phenomena and of observable facts without specific applications toward processes or products in mind

**Applied Research:** the objective of the sponsoring agency is to gain knowledge or understanding necessary for determining the means by which a recognized and specific need may be met

**Development:** systematic use of the knowledge or understanding gained from research, directed toward the production of useful materials, devices, systems, or methods including design and development of prototypes and processes

**Peer review** (under Project Categories): involves a critical review by technically qualified persons from outside the agency making the award. For example, most grants and contracts from NSF and NIH would be included, as well as grants from the Texas Advanced Research and Advanced Technology programs.

### COST SHARING

Cost sharing is a commitment made by the institution to fund a portion of the total cost of a sponsored project. *Mandatory cost sharing* is required by the sponsor as a condition of award. *Voluntary cost sharing* represents resources offered by TTUHSC but not required by the sponsor as a condition of award. In either case, when an award is received in which cost sharing (mandatory or voluntary) was proposed, the cost sharing becomes a binding commitment that must be fulfilled and documented. Cost sharing commitments made within grant applications are subject to institutional approval. A description of the proposed cost sharing and identification of the source of funds must be included with the Route Sheet.

In general, cost sharing is discouraged unless mandated by the sponsor. Indicators of institutional commitment and support can be conveyed strongly in ways that do not create future financial obligations. Please contact OSP for suggestions.

### PROJECT-RELATED INCOME (program income)

Project-related or program income is defined by federal regulations as gross income earned by the recipient that is directly generated by a supported activity or earned as a result of the award. Examples include income from fees or services and the

use or rental of property acquired under an award. Income earned from inventions, patents, and license fees/royalties for copyrighted material are NOT considered program income. Program income from federal awards must be used in accordance with the terms and conditions of the award. This type of income must be tracked and reported.

**FACILITIES & ADMINISTRATION RATE (F&A - also known as indirect costs or overhead)**

The date of the federally negotiated indirect cost rate agreement with DHHS is **December 18, 2014**. Allowable indirect costs may only be waived or reduced by an authorized TTUHSC official. The Principal Investigator may submit a request with justification to OSP for review.

The following rates are valid through 8/31/2018 (or until amended):

- 53.0% On-campus rate for organized **research**
- 35.0% On-campus rate for **instruction**
- 26.0% On-campus rate for **other sponsored programs**
- 26.0% **Off-campus** rate for all programs

\*Indirect costs for proposals to private foundations and industry sponsors have been approved at the reduced rate of 25%. Proposals to State agencies have been approved at the reduced rate of 15%.

**Modified Total Direct Costs (MTDC) include:**

**MTDC does NOT include:**

Salaries, wages, and fringe benefits	Equipment (item costing \$5000 or more with a useful life of one or more years)
Materials and supplies	Capital expenditures
Services	Patient care
Travel	Tuition remission, scholarships, fellowships
The first \$25,000 for each sub-grant or sub-contract	The portion of each sub-grant or sub-contract over \$25,000
	Rental costs for off-site facilities

**HUMAN SUBJECTS, DATA, OR SPECIMENS**

Human research is a systematic investigation designed to develop or contribute to generalizable knowledge either through intervention or interaction with living individuals or by obtaining their identifiable private information. A TTUHSC Institutional Review Board (IRB) must approve all human research conducted by HSC faculty and staff. TUHSC IRBs (Lubbock and Amarillo) operate under a Federal Wide Assurance (# 00006767). TTUHSC El Paso has their own FWA (#00020736). For more information see <http://www.ttuhs.edu/research/hrpo/irb/>.

**ANIMAL SUBJECTS**

The use of animals in research, teaching, and service at TTUHSC must be reviewed and approved by the Institutional Animal Care and Use Committee (IACUC). The IACUC operates under an Assurance filed with the federal government (#A3056-01). For more information see <http://www.ttuhs.edu/sponsoredPrograms/ACUC/>.

**BIOHAZARDOUS MATERIALS**

The use, handling, and storage of hazardous chemical and biological materials must be reviewed and approved by the Institutional Biohazards Committee (IBC). For more information see <http://www.ttuhs.edu/research/hrpo/ibc/>.

**RECOMBINANT DNA**

The use of recombinant DNA molecules for research purposes must be reviewed and approved by the Recombinant DNA Biosafety Committee (RDBC). For more information see <http://www.ttuhs.edu/research/hrpo/rdbc/default.aspx>.

**RADIOACTIVITY**

The use of radioactive material or radiation-producing devices must be reviewed and approved by Safety Services. For more information see <http://www.ttuhs.edu/admin/safety/rad.aspx>.

**Committee Approval Dates**

The Route Sheet requests committee approval dates for IRB, IACUC, IBC, and RDBC. The approval date is the most recent date that the study was approved by the relevant committee(s). If an application has been submitted to the committee(s), but has not yet been reviewed, place the word **"PENDING"** on the date line. If an application has not yet been submitted to the committee(s), but will be submitted upon award, place the word **"PLANNED"** here. Upon award, OSP will request verification of committee approval as required.

**CONFLICT OF INTEREST DISCLOSURE**

OSP is unable to process and accept research awards for faculty who have not completed/updated their "Financial Disclosure for Research Personnel" at least once per year. This requirement applies to the Principal Investigator, Co-Investigators, and others substantively involved in the conduct of the project. For more information see the institutional policy at <http://www.ttuhs.edu/HSC/OP/OP73/op7309.pdf> and the disclosure form at <http://www.ttuhs.edu/HSC/OP/OP73/op7309a.pdf>.