

Clemmer College Internal Routing Form Cover Sheet

PI: _____

Grant or Contract Title: _____

Date Submitting: _____

Date Needed for Routing to ORSPA: _____

Indicate Preferred Routing Method:

PI to Email to ORSPA: _____

PI to Hand Deliver to ORSPA: _____

Dean's Office to Hand Deliver to ORSPA: _____

Give to Department Exec. Aide: _____

Required Components to include with Internal Routing Form:

___ Internal Budget

___ Indirect Cost Waiver or Reduction Rate Form (if applicable)

___ Incentive pay rerquest form (if applicable)

___ At minimum, Grant/Contract Abstract; Preferred, full Copy of Grant

___ Explanation of any in kind requests or letters of support that provide documentation for coverage and corresponding index for in kind funding (e.g., Letter from Dean of Graduate Studies waiving tuition).

For questions, please contact Pamela Mims, mimspj@etsu.edu 423-439-7145