ORSPA Electronic Routing Process

1. Download and Complete the Fillable Internal Routing Form

1.1. Follow the link to the fillable Internal Routing Form.

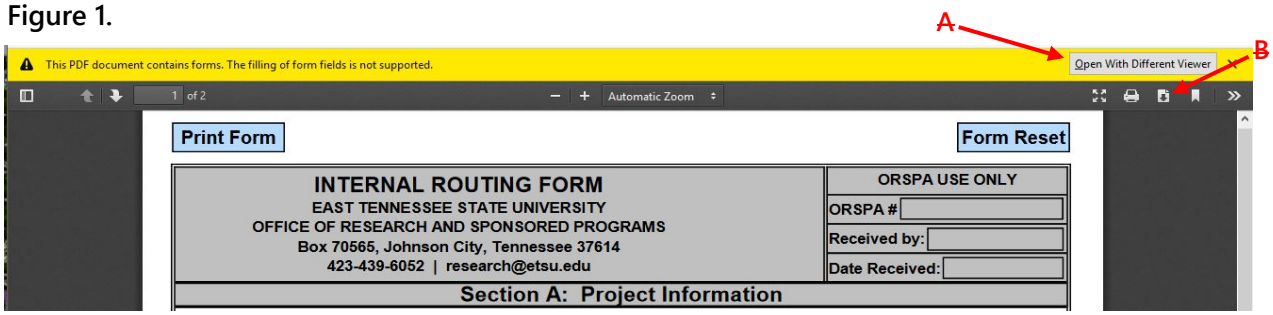
1.1.1. Download and save the form to your computer or other device by using Option A – 'Open With Different Viewer' or Option B – the download icon as shown in Figure 1.

1.2. Complete the Form.

1.2.1. All fields in the form are fillable. You need do nothing other than to use the tab button on your computer or move your cursor to the field into which you want to insert text and proceed to type.

1.2.2. Important! DO NOT complete the form in *Preview* mode or using any of the available pdf 'Tools' (i.e., 'Create Form', 'Prepare Form', 'Fill and Sign') as this may render text not visible in *Read* mode.

Figure 1.



2. Sign the Internal Routing Form and Route for Approvals with Pertinent Documents (e.g., proposal, contract, MTA, NDA, etc.)

2.1. Once completed, type your name in the designated signature block on page 2 of the routing form.

2.2. Email the signed routing form and pertinent documents to:

2.2.1. Your immediate supervisor (e.g., department chair); and

2.2.2. Key Personnel, if any.

Important! When the PI and Key Personnel are in the same department, the PI must obtain all Key Personnel's signatures prior to forwarding the routing form and pertinent documents to the supervisor. When the PI and Key Personnel are not in the same department, the routing form and pertinent documents may travel through the routing process such that ORSPA receives fully signed routing forms from different final approvers.

2.3. Include the following message at the top of your email:

This is an electronic request for approval of extramural activity. A fillable routing form and all pertinent documents are attached for your review.

If you approve, please type your name in the designated signature block on page 2 of the routing form (note: in order to sign you will need to save the form to your computer or device. Place your cursor in the appropriate signature block and type. DO NOT complete the form in Preview mode using any of the available pdf 'Tools' (i.e., 'Create Form', 'Prepare Form', 'Fill and Sign') as this may render text not visible in Read mode).

Forward your signed copy and pertinent documents to the next level of approval (i.e., chair, dean), making sure to include this message at the top of the thread.

If you are the final approver in the chain, please submit the fully signed routing form along with pertinent documents to the Office of Research and Sponsored Programs at: research@etsu.edu. Please copy the PI and any Key Personnel on that email.