

**CAHSS CONDENSED ROUTING & INFORMATION FORM**  
**FOR GRANTS IN ARTS, HUMANITIES, AND SOCIAL SCIENCES**

TO: Jamie Jung  
Business Manager, CAHSS

Please submit this cover sheet at the same time the application proposal is submitted to the Funding Organization.

TODAY'S DATE: \_\_\_\_\_ PI: \_\_\_\_\_

DEPT: \_\_\_\_\_ CO-PI: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_  
\_\_\_\_\_

FUNDING ORGANIZATION: \_\_\_\_\_

SUBMISSION DEADLINE: \_\_\_\_\_ TOTAL FUNDS REQUESTED: \_\_\_\_\_

PROPOSED PROJECT DATES START: \_\_\_\_\_ END: \_\_\_\_\_

BRIEFLY DESCRIBE HOW YOU PLAN TO USE THE FUNDS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CHAIR SIGNATURE & DATE \_\_\_\_\_

\* Chair acknowledges PI's plan to submit proposal and that they have discussed any impact the proposal may have on the PI's active agreements and responsibilities to the department, including instruction.

**Please note:**

- This is an internal CAHSS form only. It does not replace full routing packet.
- Please attach a copy of the full application/proposal to this form.
- The Dean's Office will review the application and may request that a **full routing packet** be submitted through the normal routing process.

CC: Department Chair

Questions a Chair should ask when reviewing a Routing Packet:

1. What department resources am I committing to this project if it is awarded?
  - impact on availability of instructors and TAs for courses (course releases?)
  - graduate students used as RAs
  - lab space
  - administrative staff time and effort (what will be the impact on staff time?)
  - Cost Share, etc.
2. Has the PI forgotten anything important?
3. Are there opportunities to improve the chances of success through editing?
4. Will this research enhance the PI's career, promotion and tenure, teaching breadth/depth?
5. Are there other opportunities to mentor the PI?
  - Are there opportunities in this proposal for collaboration with other departments, faculty within or outside the department, other institutions?
6. Has the PI completed PIRATE? If not, when will the PI complete PIRATE?
  - PI training is called PIRATE. PIRATE stands for Principal Investigator Research Administration Training & Education. As of August 1, 2012, this training is mandatory for all new UMBC PIs and must be completed before you will be granted PI access in PeopleSoft. PIRATE is designed to facilitate understanding of the PI's role, and support effective management of responsibilities related to extramural proposals or awards.
  - Training for PIs is available online (PIRATE)  
<http://research.umbc.edu/files/2016/03/Welcome-Letter-to-PIRATE-March-2-2016-1.pdf>

What the Dean's Office looks for when reviewing a packet:

1. Completeness
2. Internal consistency, miscalculations, typos
3. Salaries and effort handled correctly (faculty status, eligibility, etc.)
4. Use of GRAs and UGRAs handled correctly (correct pay or stipend rates, GRA tuition and health insurance addressed, etc.)
5. Cost Share? Who is responsible? Are financial commitments reasonable?
6. Are the financial and administrative commitments reasonable?
7. Compliance with UMBC, Federal, state, USM policies (esp. F&A calculated correctly, employment policies being followed, etc.)