When Do I Send a Routing Through the System?

Answer yes or no to the following questions:

1. Are new dollars involved resulting in an increased award amount?
2. Is the budget being modified AND requires sponsor/agency approval?
3. Does it involve more than one OSU College?
4. Does it modify the award terms and conditions, including modifying the end date?
5. Does the sponsor/agency have to approve the change? (i.e., PI change, Statement of Work/Scope, adding a new subawardee, agency reduction in award amount – not for closeout purposes, etc.)
6. Does it affect F&A (facilities and administrative costs) or cost share?
7. Is a Subaward involved – new or modified?

If you have answered NO to ALL of the questions, you do not have to prepare a Routing to send through the OSU System. **NOTE: You may still need to send information to GCFA. This can be submitted via email to gcfa@okstate.edu or provided hard copy. Please contact Anna Maitlen (x-8234) or Lisa Faulkner (x-5979) if you are still not sure what you should do.**

If have answered YES to ANY of the questions, please prepare a Routing to send through the OSU System:

When Do I Need to Route a Proposal Modification?

If you can answer YES to ANY of the following questions, please prepare a Proposal Modification Routing:

1. Is the budget modified (increase or decrease) by 10 percent or more of the total budget?
2. Does the proposal modification increase the cost share requirements?
3. Does it affect F&A (facilities and administrative costs)? (i.e., equipment, subaward(s), participant costs, tuition, etc.)