



Guiding Questions for Routing Contracts for Approval

	YES	NO
1. Does this proposal include any areas requiring regulatory oversight? <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Human subjects Animal testing </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Export control Radioactivity use </div>		
2. Is the sponsor of this proposal an agency of the federal government? If so, please name agency: _____		
3. Does this proposal have A21 (defines allowable costs) or A133 (outlines audit requirements) reporting requirements, which includes time and effort reporting?		
4. Does this proposal have cost-sharing requirements?		
5. Will this proposal produce publishable research or new knowledge?		
6. Will this proposal conduct a systematic investigation to develop, test, or evaluate or contribute to generalizable knowledge?		

Steps for Review and Approval of Contracts and Agreements

PIs and Unit Leaders may contact Neal Kelley (nkelley@ehe.osu.edu; 292-9299) or Bing Tian (btian@ehe.osu.edu; 292-2892) for assistance at any point in the development of a proposal/contract (hereafter referred to as CONTRACT).

1. To initiate the review of a CONTRACT complete the EHE Office of Research *Guiding Questions for Routing Proposals for Approval and EHE Office of Research Worksheet for Proposals and Contracts*, attach to the CONTRACT and submit to EHE Office of Research, 150 Arps Hall, 1945 N. High St.. EHE Office of Research staff will route for appropriate review and signatures through OSP, Fiscal and Business Services, the Dean's Office, and/or the Office of Legal Affairs.
2. If the project activities are being billed against an approved or existing fee schedule, it is possible that this may be an earnings operation. Your fiscal officer can assist you determining if this is the case. A copy of the approved fee schedule must be included for review with the CONTRACT.
3. Submit CONTRACTS for projects related to training, deliverables, testing, outreach or non-OSP work to the EHE Office of Research, 150 Arps Hall, for review and forwarding to Legal Affairs.
4. CONTRACTS require review by OSU's Office of Legal Affairs and signature of the Senior VP for Business & Finance (allow 10-35 business days for this process). Be certain to enclose the number of originals requiring signatures.
5. Complete the Legal Affairs Checklist (<http://legal.osu.edu/pdf/ContractChecklist.pdf>) and attach to the contract. The PI and Unit Leader must sign the form before submitting to the EHE Office of Research.
6. Attach a copy of the final proposal/abstract, budget, and the budget worksheet.
7. REMINDER: Please do not sign a contract yourself; only designated persons can sign on behalf of the University or College.
8. The EHE Office of Research will process all contracts and will track their progress until they are completely executed with all signatures.

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WORKSHEET FOR PROPOSALS AND CONTRACTS

Submit this worksheet to the Office of Research with a copy of the contract, the budget and any required supporting documentation.

Contracting Agency:	
Principal Investigator (PI):	
Budget Amount:	
Percent F&A to be charged (Standard on-campus rate 52.5%; 26% off-campus)	
Signature/Date of Unit Fiscal Officer. (<i>Verifies review, approval of budget and F&A rate, and that supporting documents are attached.</i>)	X _____
Please check which fund is applicable: Agency Fund – Provide fund number (if it exists). Funds belong to external entity; university acts as custodian of funds; can't carry a deficit. Conference Fund - Provide fund number (if it exists), a cash flow statement and fees. Earnings Fund – Provide fund number (if it exists). University entities that sell goods or services to internal units or provide goods and services related to the university academic mission to external customers. Provide approved fee schedule that supports contract fees. Contract Fund – Non-OSP fund for various grant and contracts; private and state	
Unit Contact – Who in the unit should receive the approved contract? (<i>Provide contact information.</i>)	
Billing – Who handles the billing for this contract? (<i>Provide contact information.</i>)	
Signature/Date of School/Department/Center Director. (<i>Verifies review and support of proposal/contract.</i>)	X _____
Special Circumstances? Are there any special circumstances the EHE Office of Research should be aware of? Yes (<i>Please explain.</i>) No	
Date proposal/contract delivered to the EHE Office of Research.	
Signature/Date of Director of Finance & Business Services. (<i>Verifies review and approval that agency, conference or earnings fund criteria is satisfied.</i>)	X _____
Comments/Concerns/Recommendations by Associate Dean to Dean.	Signature, Associate Dean, Research X _____