**Institutional Routing & Approval of Research Proposals**

**via Email**

**COVID-19 Procedures**

**Principle Investigator (PI) Instructions**

**Document Purpose**

*Audience*: Principle Investigators (PIs) of sponsored project proposals.

*Goals:* Provide step-by-step instructions for PIs on how to obtain proposal approvals via email. Provide a detailed, internal workflow that follows the existing hardcopy approval process.

**Preparing for Approval Request/s**

All steps below are to be completed by the PI.

**Step 1** 🡪 Per standard procedure, PI will fully complete the [Internal Proposal Approval Form (IPAF)](https://vpresearch.louisiana.edu/node/359), along with any other appropriate internal forms, *as* *required by their project scope*. This can include the Cost Share / Matching Funds Approval form and/or the F&A Waiver form.

Forms are available [**via**](https://vpresearch.louisiana.edu/node/18) **this web link**.

**Requesting Digital Approval via Email**

The digital approval process will mimic that currently handled via hardcopy proposal routing that is routinely performed by PIs.

*No changes in the documents, timeline, or approval signatures required are granted by this electronic process.* This includes any documentation or information routinely requested by individual department heads and/or deans.

PIs will first document the review and approval of the proposal team’s co-PIs, next that of respective Department Heads and/or Center Directors, and finally of College Deans.

**Email templates for requesting approval are provided below.**

**Step 2** 🡪 Using the email template below, request email approval from coPIs, per the [IPAF instructions](https://vpresearch.louisiana.edu/sites/research/files/RoutingFormInstructions_FINAL_091919ep.pdf).

*Attach -*

* Completed IPAF, along with any other required internal approval documents
* Draft Project Narrative
* Near final Budget
* Near final Budget Justification

*Email SUBJECT Line -* Proposal Approval – PI Last Name – Sponsor & Program Abbreviation

*Email Content* -

1. Please review the referenced proposal documents attached here.
2. Please **reply to this email** with your approval.
3. Cut and paste the following certification with your approval response:

**INVESTIGATOR CERTIFICATIONS** - My email approval here certifies that:

1) The information contained on this form and the corresponding proposal is true, complete and provides an accurate representation of this project and needed resources. I understand that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil or administrative penalties.

2) If the project is funded, I will accept responsibility for the conduct and management of the project and will administer the project in accordance with the terms and conditions of the grants or contract, including the fulfilment of reporting requirements indicated by the funding agency.

3) I will abide by all relevant university policies, including its research policies, conflict of interest and research integrity policies, intellectual property and copyright policies, and Drug Free Workplace policy.

**Step 3** 🡪 Using the email template below, request email approval from appropriate Department Heads and/or Center Directors, per the [IPAF instructions](https://vpresearch.louisiana.edu/sites/research/files/RoutingFormInstructions_FINAL_091919ep.pdf).

*Attach -*

* Completed IPAF, along with any other required internal approval documents
* Draft Project Narrative
* Near final Budget
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*Email SUBJECT Line -* Proposal Approval – PI Last Name – Sponsor & Program Abbreviation

*Email Content* -

1. Please review the referenced proposal documents attached here.
2. All approvals from coPIs have been received.
3. Please **reply to this email** with your approval.
4. Cut and paste the following certification with your approval response:

**DEPARTMENT CHAIRS, DIRECTORS AND DEANS:** I certify that the project is consistent with the department/unit/college and university mission. I approve the department/unit/college effort and resources that will be used and adequate facilities and space will be provided for the project, and faculty and other personnel can be committed to the project as described in the proposal.

**Step 4** 🡪 Using the email template below, request email approval from appropriate College Deans / Administrative Heads, per the [IPAF instructions](https://vpresearch.louisiana.edu/sites/research/files/RoutingFormInstructions_FINAL_091919ep.pdf).

*Attach -*

* Completed IPAF, along with any other required internal approval documents
* Draft Project Narrative
* Near final Budget
* Near final Budget Justification

*Email SUBJECT Line -* Proposal Approval – PI Last Name – Sponsor & Program Abbreviation

*Email Content* -

1. Please review the referenced proposal documents attached here.
2. All approvals from coPIs, department heads and/or center director have been received.
3. Please **reply to this email** with your approval.
4. Cut and paste the following certification with your approval response:

**DEPARTMENT CHAIRS, DIRECTORS AND DEANS:** I certify that the project is consistent with the department/unit/college and university mission. I approve the department/unit/college effort and resources that will be used and adequate facilities and space will be provided for the project, and faculty and other personnel can be committed to the project as described in the proposal.

**Step 5** 🡪 Once all approvals are received, forward all email approvals to your assigned ORSP Pre-Award Specialist. A list of ORSP Staff Member Assignments can be found [via this link](https://vpresearch.louisiana.edu/investigator-toolkit/who-your-administrator).

After receipt and review of proposal documents, your assigned Pre-Award Specialist will contact you regarding next steps.