

# eRouting Information Specific to Faculty (PD/PI)

## Quick Reference Sheet



eRouting website may be found at: <https://erouting.gatech.edu/erouting/home>

For full instructions on routing and submitting proposals visit:

<http://www.osp.gatech.edu/proposal-development>

- For more in-depth information and step-by-step instructions about eRouting, please see the [eRouting manual](#) (OSP Document Library).
- For answers to common questions see the [eRouting FAQs \(PDF\)](#).

**Provided you answer eRouting questions appropriately, eRouting will automatically route your proposals to the correct Research Administration department. For example:**

- 1) Corporate or International proposals will automatically be routed to the [Corporate](#) and [International](#) Contracting Directorate.
- 2) Proposals sponsored by corporate entities, but involving federal flow-through funding will require you to choose the appropriate [Contracting Officer](#) based on your unit/department.
- 3) Proposals where you indicated “Yes” to a Conflict of Interest (COI), an email notification will be routed to the Office of the General Counsel’s [Conflict of Interest Review Committee](#) for follow-up.
- 4) Proposals requiring mandatory cost share approval should first be routed via GT-TRACS for signature approvals. The GT-TRACS confirmation page (screenshot or PDF) should then be uploaded in this section for documentation purposes and will be viewable to those in the routing workflow.

**If someone other than the Project Director (PD)/Principal Investigator (PI) initiates the proposal routing sheet within eRouting, then the PD/PI will receive an email that looks like this which means a proposal requires review/approval:**

From: [erouting-admin@gtri.gatech.edu](mailto:erouting-admin@gtri.gatech.edu) [<mailto:erouting-admin@gtri.gatech.edu>]  
Sent: Thursday, January 24, 2019 12:49 PM  
To: D'Urbano, Christopher <[Christopher.Durbano@osp.gatech.edu](mailto:Christopher.Durbano@osp.gatech.edu)>  
Subject: eRouting: A Proposal Routing Sheet is ready for your review.

The following proposal P1835, due on 1/25/2019 requires your attention:

PD/PI: Sholl, David S  
Sponsor: AMERICAN INSTITUTE OF CHEMICAL ENGINEERS (AIChE)/NEW YORK, NY Proposal Title: RAPID: Focus Area Lead

Please visit <https://erouting.gatech.edu/erouting/prsys/viewProposalRS?proposalid=P1835#/takeAction> at your earliest convenience.

**NOTE: The PD/PI MUST complete the steps explained below in the “Special Review Checklist” and “Approval” sections. It is not sufficient for the PD/PI to reply approved in response to this email.**

### Special Review Checklist:

This is one of the most important parts of the routing form. It signals any additional reviews your proposal may need before it is submitted.

While you may have had someone create and initiate the routing sheet, you need to verify those responses during your review/approval as part of the certification process.

# Special Review Checklist (Continued):

## Research Integrity

- Yes  No Human Subject Research?
- Yes  No Is there a SIRB (Single IRB) requirement?
- Yes  No Is Georgia Tech the designated SIRB?
- Yes  No Vertebrate Animals?
- Yes  No Recombinant DNA?

## Award Administration

- Yes  No Does this proposal require a Material Transfer Agreement with a 3rd party?
- Yes  No Professional Education Program
- Yes  No Are Sub award(s) proposed?
- Yes  No Is the Sponsor/Prime sponsor NSF, NIH or NIFA?
- Yes  No Does a Teaming Agreement exist for this effort?
- Yes  No Is there a Non-Disclosure Agreement (NDA) or Proprietary Information Agreement (PIA) in place for this proposal?

## Export Control

- Yes  No Will proposal be submitted to a foreign sponsor (Prime or Sponsoring Organization)?
- Yes  No Does research involve export of items or technology (e.g. shipment to another country, OR international collaborator, OR international sub-agreement, OR activity will be performed in whole or in part outside the U.S.A.)?
- Yes  No Do any of the Proposal documents include technical data subject to the Department of State, [International Traffic in Arms Regulations \(ITAR\)](#)?
- Yes  No Is the agreement anticipated to contain any of the following: Restrictions on Dissemination (Publication Restriction or Approval) or Restrictions on Access (Foreign National Restriction or Approval or Notification), or other Security controls?
- Yes  No Is the research anticipated to access, use, create or generate technical data or hardware subject to the Department of State, [International Traffic in Arms Regulations \(ITAR\)](#), or Controlled Unclassified Information (CUI-EXPT or CUI-EXPTTR), or data marked with Distribution Statements B-F, or X), or Classified activities or data?
- Yes  No Other

## IT & Infrastructure

- Yes  No IT infrastructure: Does this project propose the acquisition of any new:
  1. Computational resources beyond a standard desktop or laptop (e.g. servers, clusters, high-end workstations, HPC, or cloud computing services).
  2. Data storage greater than a standard PC disk (e.g. disk array, high capacity cloud storage).
  3. Lab equipment, software, or services that require dedicated computing resources.
- Yes  No Physical infrastructure: Does this project propose or require the modification or construction of Georgia Tech facilities or infrastructure?

# EHS – if none of these situations apply to your research project, then select the last bullet:

Select any applicable hazards involved in this proposal.

Continue

## Lab & Chemical Hazards

- Chemicals
- Highly Reactive Chemicals (ex: pyrophoric, explosives)

## Biological Hazards

EHS will verify that you have submitted registration forms to the Institutional Biosafety (IBC) or Biological Materials Safeguards Committee (BMSC) as applicable. Additional information on this committee is available [here](#).

- Human/Non-Human Primate/Other Mammalian Materials
- Microorganisms
- Biological Toxins
- Recombinant/Synthetic Nucleic Acid Molecules

## Laser Hazards

Additional information [here](#).

- Class 3B or 4 Laser
- System containing embedded Class 3B or 4 Laser (such as laser cutters, engravers, etc.)

## Radiation Hazards

- Radioactive Material (RAM):
- X-Ray Generating Devices (such as XRDs, e-beam evaporators, etc)

## Other Hazards

- Machine Shop Hazards

## EHS Not Applicable

- EHS Hazards Not Applicable for this proposal You can only check this box if none of the above Hazard sections have been selected. If you wish to select this box, the data in the above sections will not be saved.

Continue

## OCI – Organizational Conflict of Interest:

If your proposal requires an Organizational Conflict of Interest (OCI) representation or certification, select "Yes" and include the language from the solicitation. Also include any information about potential conflicts. If you aren't sure, speak with your Contracting Officer or check "I Don't Know". Answering "Yes" or "I Don't Know" will automatically route to the Research Operations Directorate within the Office of the Vice President for Research Development and Operations (VPRDO) for review.

**NOTE:** The simplest way to look for an OCI requirement is to search for the word 'conflict' in your solicitation. If you find something that is outside of standard personal or reviewer conflict of interest, then select "Yes" for OCI review.

## Conflict of Interest and IP (Intellectual Property):

**THIS SECTION MUST BE ANSWERED BY THE PD/PI AS WELL AS ANY CO-PD/PI LISTED ON THE PROPOSAL**

Each PD/PI or Co-PD/PI must answer the following questions about financial conflict of interest and intellectual property. Answering "Yes" will route to the appropriate Research Administration office for follow-up.

Save Save and Continue to Take Actions

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### Conflict of Interest

Yes  No

Do you, your spouse, domestic partner, or minor dependents:

- Receive compensation from a company/entity related to this research (do not include salary, grant support, and other payments for services from Georgia Tech)?
- Receive royalty or licensing payments from a company/entity related to this research?
- Have any intellectual property rights in any technology being used in this research?
- Receive gifts/benefits, including reimbursed or sponsored travel, from a company/entity related to this research?
- Have equity or ownership interest (includes stock options) in a public or private company/entity related to this research?
- Be a director, officer, partner, trustee, employee, or hold any other type of management position with a company/entity related to this research?
- Receive any compensation whose value could be affected by the outcome of this research (excluding compensation paid from the research grant)?

Yes  No

Are you aware of any potential conflicts for other key personnel, consultants, or subcontractors?

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### Intellectual Property

Yes  No

Will you be utilizing any pre-existing IP, that you have developed or that another GT researcher has developed, during the course of this project? Ex: novel methods, materials, inventions. ⓘ

Yes  No

Are you utilizing any background IP from a third party? Ex: novel methods, materials, inventions, confidential. ⓘ

## Final Step to Submit:

You must check the box to certify to the statements, then click the Submit button at the bottom. This will forward your proposal to the next level approval.

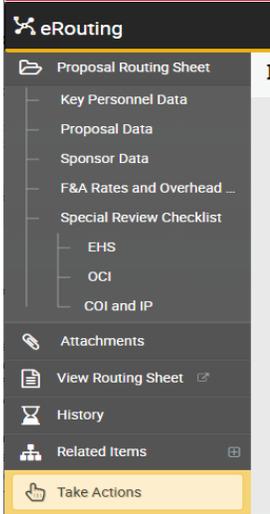
### Certify and Submit Proposal Routing Sheet

I certify the following:

- The information submitted within the application is true, complete and accurate to the best of my knowledge;
- Any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.
- I agree to accept responsibility for the scientific & technical conduct of the project and to provide the required progress or technical reports if a grant or contract is awarded as a result of the application.
- If an award is made as a result of this proposal, I will administer it in accordance with the policies of the sponsor and of Georgia Tech as applicable.
- I certify that I have read and understand the Institute's [conflict of interest policy](#) all required financial disclosures were made; and I will comply with any conditions or restrictions imposed by the Institute to manage, reduce, or eliminate conflicts of interest.

Submit

## Approval:



If you are listed as an approver on a proposal routing sheet, you will also use the **Take Actions** tab to route the proposal to the next level. When you click on the tab, you will be able to see any actions you need to perform. You may enter any comments and then click approve to send the proposal to the next approver.

### BO/Grants Admin Approval

Comments:

Optional

0/2000 Characters

Approve

## Automated eRouting E-mails:

As a PD/PI, you will receive e-mails directly from eRouting. Some will require action and some are only informative. You only need to take action on those that state "requires your attention".

### E-mail requiring action: Requires your attention

The following proposal P9056, due on 5/31/2022 **requires your attention:**

OCI Approval has been requested.

PD/PI: Williams, Jessica Nicole

Sponsor: CDC FOUNDATION/ATLANTA, GA

Proposal Title: DO NOT USE - Test Case for DD254

Please visit <https://testerouting.gatech.edu/erouting/prsys/viewProposalRS?proposalid=P9056#/takeAction> at your earliest convenience.

Note - the following comments were included with the action:

None

### Informative e-mail: No action is required

The following proposal P9056, due on 5/31/2022 has been submitted by the PD/PI.

**No action is required.**

PD/PI: Williams, Jessica Nicole

Sponsor: CDC FOUNDATION/ATLANTA, GA

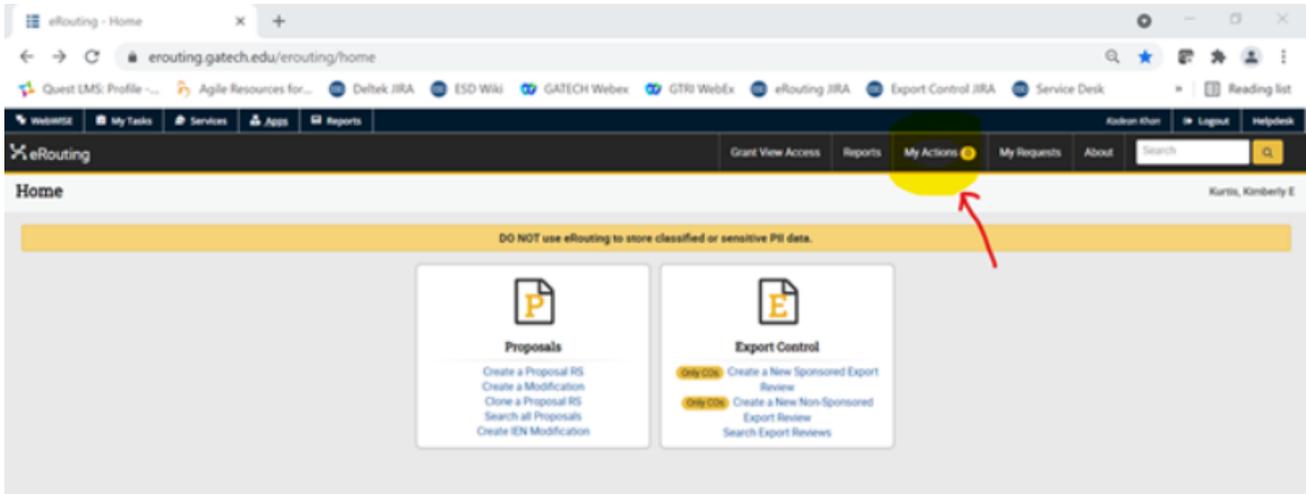
Proposal Title: DO NOT USE - Test Case for DD254

Please keep this link to check the status of this proposal

<https://testerouting.gatech.edu/erouting/prsys/viewProposalRS?proposalid=P9056#/proposalHistory>

**DO NOT REPLY TO THOSE E-MAILS.** Please use the link within the e-mail to submit a comment within the eRouting system.

# OTHER FEATURES



When you know there is a task to complete, but can't find it, log in to [eRouting](#) and click on the My Actions tab at the top. If you have actions to take, you will see a number in the My Actions tab upon login (as highlighted above). Once you click on that tab, see the instructions below for more information.

## My Actions Tab:

To access a proposal, click on the link under the ID column.

This table displays Proposal Routing Sheets assigned to you and require your attention.

Drag a column header and drop it here to group by that column

ID	Request Type	Status	Proposal Title	PD/PI	Dept Org ID	Sponsor	Sponsor Due Date	Date Received	# of Days on my Inbox
<a href="#">P236</a>	Overhead Waiver	Pending Approval	SWDSADIS ENGINEERING SUPPORT- modification	Kathleen Meaghen	Programs (OSP)	SHARING ALLIANCE/FOLSOM, CA	4/13/2017	4/20/2017 11:20 AM	69
<a href="#">P243</a>	Proposal Routing Sheet	Pending Approval	gtpe	Kriigel, William D	GTRI-Enterprise Systems	AKEBONO CORP/FARMINGTON HILLS, MI	5/31/2017	5/8/2017 01:24 PM	59
<a href="#">P244</a>	Proposal Routing Sheet	Pending Approval	testing GTP buttons	Carrau, Alejandra (Sandra)	GTRI-Enterprise Systems	DOD/DEFENSE ADVANCED RESEARCH PROJECTS AGENCY(DARPA)	5/23/2017	5/8/2017 05:50 PM	59
<a href="#">P242</a>	OCI	Pending Approval	MODIFICATION IN TEST-MINIMED MEDICAL DEVICE E3 TE...	Halley- Octa, Kathleen Meaghen	Sponsored Programs (OSP)	MEDTRONIC MINIMED/NORTHRIDGE, CA	5/25/2017	5/8/2017 12:54 PM	59
<a href="#">P242</a>	Overhead Waiver	Pending Approval	MODIFICATION IN TEST-MINIMED MEDICAL DEVICE E3 TE...	Halley- Octa, Kathleen Meaghen	Sponsored Programs (OSP)	MEDTRONIC MINIMED/NORTHRIDGE, CA	5/25/2017	5/8/2017 12:54 PM	59
<a href="#">P255</a>	Overhead Waiver	Pending Approval	Test Proposal	Braig,	Ctr Quality Growth &	NATIONAL SCIENCE FOUNDATION	5/24/2017	5/10/2017 10:16 AM	57

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## My Proposals Tab:

The My Proposals screen shows any proposals on which you are one of the following roles:  
PD/PI, Co-PD/PI, Initiator, Lead Admin POC (Point of Contact), or CO (Contracting Officer)

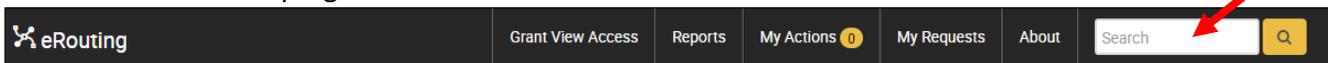
Drag a column header and drop it here to group by that column

ID	Status	Proposal Title	Initiator	PD/PI	PD/PI Dept Org	Total Amount Proposed	Sponsor	Sponsor Due Date	Assigned CO
<a href="#">P89</a>	Pending Approval	SUPPORT TO PMW 130 NAVAL CYBER SITUATIONAL AWARENE...	Carrau, Alejandra (Sandra)	Robb, Lauren Hilary	College of Design	\$200.99	AL ARMY/81ST REGIONAL SUPPORT COMMAND/BIRMINGHAM, AL	2/24/2017	Sopria L Herbert-Peterson, Sophia L
<a href="#">P38</a>	Pending Approval	New title using Make RS Corrections	Carrau, Alejandra (Sandra)	Carrau, Alejandra (Sandra)	GTRI-Enterprise Systems	\$9,000,000.99	ALCAN INTERNATIONAL LTD CANADA/KINGSTON, ONTARIO	2/17/2017	Industry Engagement (IE) Group
<a href="#">P20</a>	Pending Approval	A Pilot Study of Exposures - CHANGING TITLE AS A P...	Carrau, Alejandra (Sandra)	Robb, Lauren Hilary	College of Design	\$100,000.89	CENTRE TECH DE TELLECOMUNICACIONES DE CATALUNYA/BARCELONA, SPAIN	2/15/2017	Industry Engagement (IE) Group
<a href="#">P11</a>	RS with PD/PI or Initiator	Additional Characterization of Wearable Sensor Rob...	Carrau, Alejandra (Sandra)	Robb, Lauren Hilary	College of Design				

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## Search:

You can search for proposals in eRouting using any of the following criteria by clicking into the search bar located in the top right:



## Search Proposals

Lauren H Robb

Proposal Id:	Proposal Status:	Proposal Title:	PD/PI Dept Org Id:
<input type="text"/>	Select a Proposal Status	<input type="text"/>	<input type="text"/>
PD/PI:	Initiator:	Assigned Contracting Officer:	Sponsor:
<input type="text"/>	<input type="text"/>	Select an Assigned Contracting Officer	<input type="text"/>
Sponsor Due Date From:	Sponsor Due Date To:	Project#:	Fund#:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Proposal Home Department:			
<input type="text"/>			
			Clear Search

**HINT:** You should first click the red Clear button, then enter or choose data in any of the fields before clicking the Search button.

## Grant View Access:

Only the PD/PI can click on "Grant View Access".

When others are requesting view access, they should go straight to the proposal that they need view access for and request from that page.

