

College of Nanoscale Science and Engineering Document Routing Form

Document Routing Form Instructions

All documents pertaining to Research Foundation business should originate with the applicable Finance Manager to ensure that the appropriate review and signature is obtained. Only those individuals who have been delegated authority by the Campus Operations Manager can appropriately sign documents on behalf of the Research Foundation, CNSE. After initial review and approval, the Finance manager should route it to the appropriate Sponsored Programs Administrative Office(s).

Sponsored Research Agreements

All Sponsored Research Agreements must be vetted through the Pre-Award office. Generally speaking Sponsored Research Agreements are any document which proposes funding for a specified scope of work or list of deliverables. Examples include Subaward contracts, fellowship agreements, JDAs, and Participation Agreements.

The Finance Manager must provide preliminary review and support before forwarding to the Pre-Award office. The pre-award office will obtain Legal, OM and EVP review as appropriate. Executed documents will be forwarded for appropriate action, such as the establishment of an award in Oracle. A copy of the signed document will be returned to the Finance Manager if requested.

Research Related Documents

Other Research related documents include documents such as Materials Transfer Agreements, MOU, CRADA, as well as Evaluative Testing Agreements, Facility Use and Wafer Agreements. Research Related Documents may or may not include any exchange of funding. The Finance Manger assigned to the program should assume responsibility for the document. They must provide the initial review and support. The finance manager should then route it through the appropriate administrative office(s) before forwarding the document to the OM for signature with the Contract Routing Form.

Procurement Related Documents

Procurement related documents must be initiated via the standard procurement process and accompanied by a requisition reviewed and signed by the Finance Manager as appropriate. Agreements related to the sale, acquisition, lease, or donation of property (including equipment) must be facilitated through Purchasing. The Purchasing office will review any documents provided with or resulting from the request and will obtain Legal, OM, and EVP review as appropriate. Executed documents will be forwarded for appropriate action, such as the creation of a purchase order. Signed document(s) will be shared with related parties and copies returned to the Finance Manager as applicable.

EHS Related Documents

Environmental Health and Safety documents, such as Materials Transfer Agreements, which require certification can be sent from the Finance Manger directly to Jennifer Trodden or Robert Segura for signature. Should the document be part of a procurement, the form should be routed by the Procurement staff to EHS staff. Any additional signatures required should be obtained subsequent to EHS certification.

Non-Disclosure Agreements

Non-Disclosure Agreements (NDAs) can be directed to Legal for review and signatory and will be returned to the requestor.