



Transaction Routing Form

Principal Investigator: _____ Fiscal Department: _____

PD/PT# _____ Team: _____

All forms referenced are available at: <http://www.research.vcu.edu/forms/osp.htm>

This form should accompany all documents submitted to OSP other than new proposals and eSNAP and JIT documents uploaded to NIH's eRACommons. It can be submitted via e-mail, with the documents attached, to dirospa@vcu.edu under the subject line of: OSP Transaction.

PROPOSAL TRANSACTIONS

- ☐ Confidential Disclosure Agreement (CDA), Non-Disclosure Agreement
- ☐ Request for Supplemental Funds – Include completed and signed IAF*, COI*, Cost-Share Authorization, line item budget, etc.
- ☐ Change of Institution Request (Transfer In to VCU) – Include completed and signed Grant Transfer Between Institutions Form, IAF*, COI*, Cost-Share Authorization, line item budget as well all sponsor-required documentation
- ☐ Master Agreement – Include completed and signed IAF* and COI* (\$0 budget)

PRE-AWARD TRANSACTIONS

- ☐ Just In Time – Include completed JIT report for review and submission by OSP staff.
- ☐ Revised Budget Request – Include the request, revised budget and justification
- ☐ Agreement for Negotiation/Processing – Include agreement documents to be reviewed

POST-AWARD TRANSACTIONS

- ☐ Subaward Request or Subaward Modification Request – Include completed Subaward Request or Subaward Modification Request Form and Scope of Work & Budget if changed from proposal
- ☐ Progress Report/Non-Competing Continuation
- ☐ Carry-forward Request – Include Carry-forward letter
- ☐ No-Cost Extension Request – Include completed No-Cost Extension Request Form and attachments
- ☐ Change of PI Request – Include completed IAF* and COI* with PI Change Request letter for sponsor and new PI biosketch
- ☐ Change of Institution Request (Transfer Out of VCU) – Complete Grant Transfer Between Institutions Form as well as all sponsor-required documentation
- ☐ Modification – Decrease of Funds
- ☐ Modification – IAF for dollars already on file
- ☐ Modification – Increase of Funds not reported on initial IAF* – Include completed and signed IAF*, COI*, Cost-Share Authorization, line item budget, etc.
- ☐ New Task Order – Include completed and signed IAF*, COI*, Cost-Share Authorization, and line item budget
- ☐ Other Prior Approval Request: Type: _____
- ☐ Close-Out Documentation: Include final report transmittal letter and invention report, if required.
- ☐ Other: _____

*IAF = Internal Approval Form; COI = Conflict of Interest Disclosure Form