

eRouting Table

Document Type	Document Format	To Be Submitted by	Submission System/Form	Required eAttachments to eRouting Form	Required Paper Documents for DSP	Notes
Application	Electronic	DSP	E-system such as Cayuse, FastLane, Grants@Heart, etc.	<ul style="list-style-type: none"> - Abstract/Project Summary - Sponsor Budget - Internal Budget, if applicable - Budget Justification 	None	There is no need to attach or otherwise provide the full application, as DSP will be able to access the application within the sponsor's e-system.
Application	Electronic	PI	E-system such as proposalCENTRAL	<ul style="list-style-type: none"> - Abstract/Project Summary - Sponsor Budget - Internal Budget, if applicable - Budget Justification. - Other components with administrative information (e.g., institutional contacts, project assurances, etc.) or requiring review. 	None at Routing	DSP may request a full paper copy of the application for our files, but this can be provided post-submission.
Application, revised budget, change-in-PI request, or similar document	PDF or DOC	DSP	E-mail	- The full application/document in a single PDF or DOC file.	None at Routing	DSP may request a full paper copy of the document for our files, but this can be provided post-submission
Application	Paper	DSP or PI, according to PI preference	UPS or other courier	<ul style="list-style-type: none"> - Abstract/Project Summary - Sponsor Budget - Internal Budget, if applicable - Budget Justification. 	<ul style="list-style-type: none"> - If DSP is to mail the application, please bring us the full original(s) - If the PI/Dept. will be mailing, please bring us, at minimum, the original signature page, which we'll sign once reviewing the eRouted information. - In each case, please attach the first page of the eRouting form to the paper document, enabling us to match the application/contract to the eRouting record. 	DSP will in all cases require a full paper copy of the application for our files, but this can be provided post-submission
Contract/Agreement	PDF or DOC	DSP	UPS or E-mail	- Full Contract/Agreement	None	
Contract/Agreement	Paper	DSP	UPS	<ul style="list-style-type: none"> - Protocol - Sponsor Budget 	Full Contract/Agreement	