Instructions for Creating and Compiling a New Routing Sheet
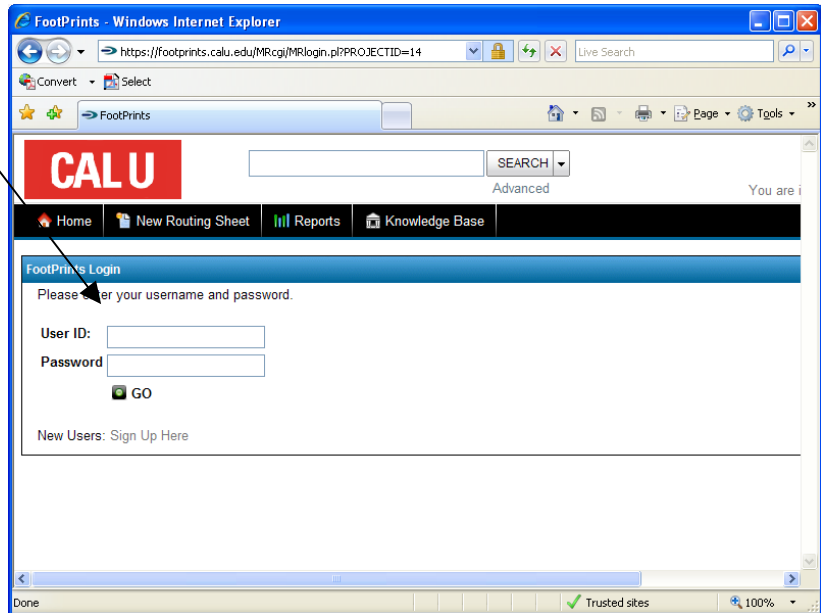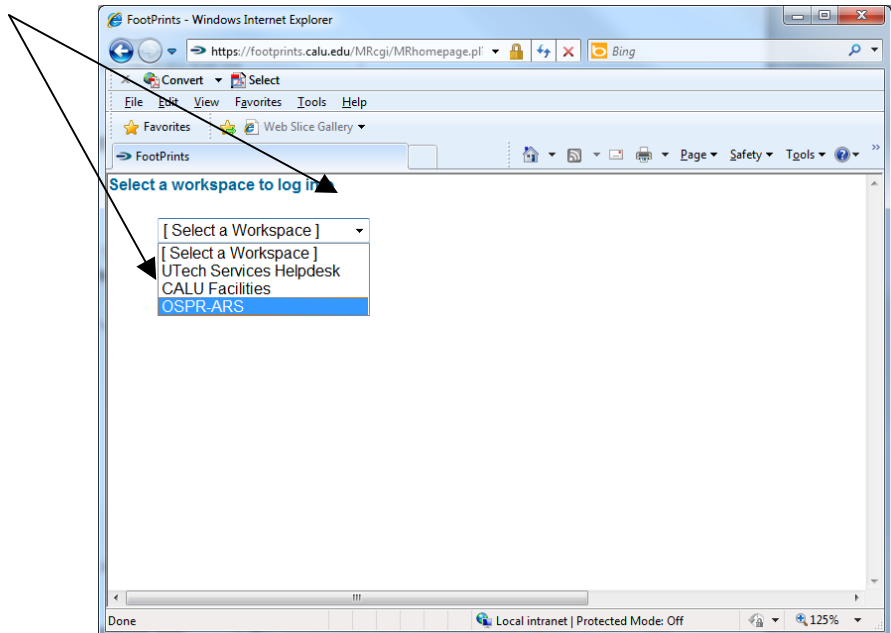
***The routing sheet must be submitted 5 business days before the grant's deadline**.
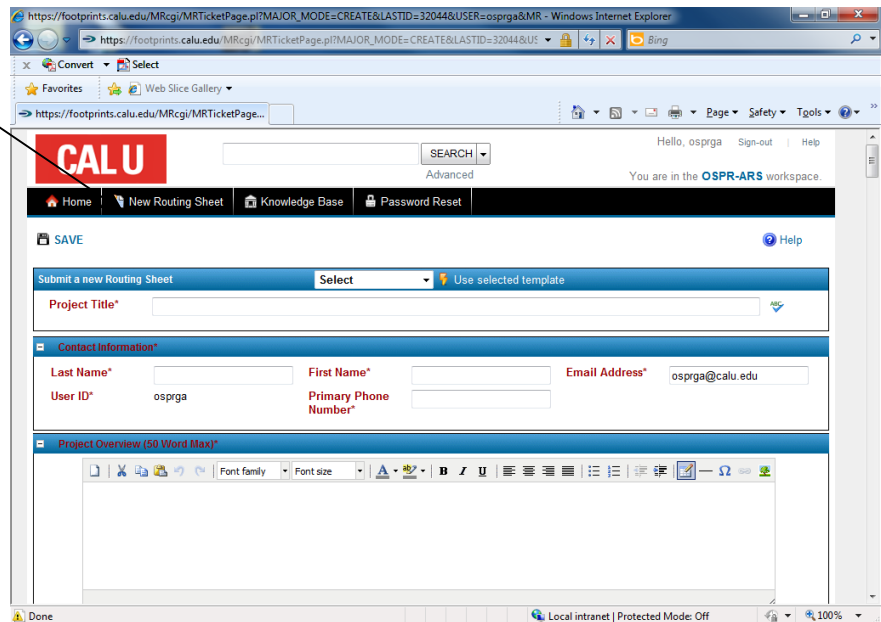
Step 1: Log on to Footprints
https://mlfoot.calu.edu/MRcgi/MRlogin.pl using your CalU User ID and password.

Step 2: A window will prompt you to "Select a workplace to log into." Click the dropdown box and select "OSPR-ARS."
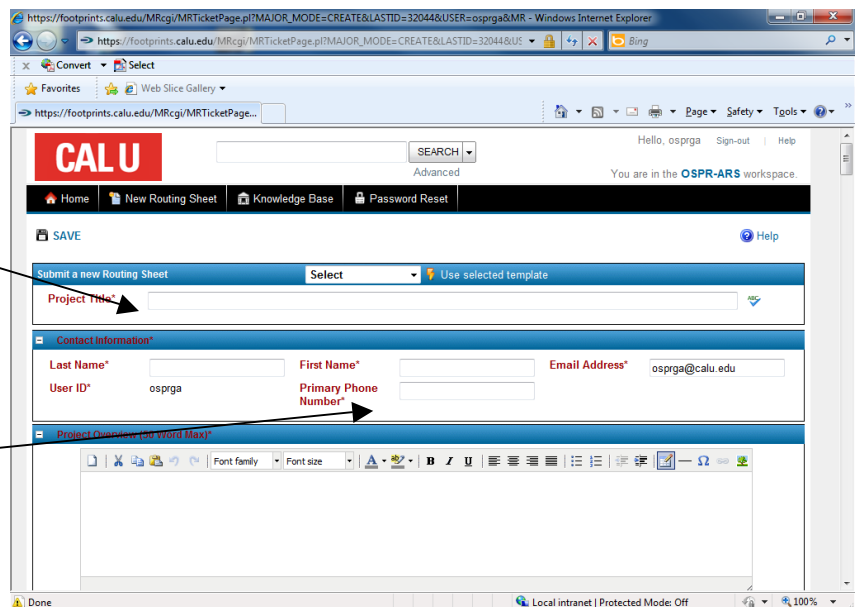
Step 3: To create a new routing sheet, Click "New Routing Sheet," on the top left hand corner of the webpage.

Step 4: A new routing sheet will appear.
To begin, enter the "Project Title."

When entering your "Contact Information"
all fields will auto fill **except** your phone number.
Please enter your phone number.

Please note: We suggest you review all required fields prior to entering your data into the Routing Sheet, because required fields must be completed before the system will permit a save. All fields in red must be completed in order to save.

Please note: All editing must be complete prior to review by the Office of Sponsored Programs & Research (OSPR). If changes are necessary, please contact the OSPR.

Step 5: Continue on to "Project Overview." There is a maximum of 50 words allowed; **no word counter or spelling/grammar check** is provided. Please count and review what you have entered before continuing.
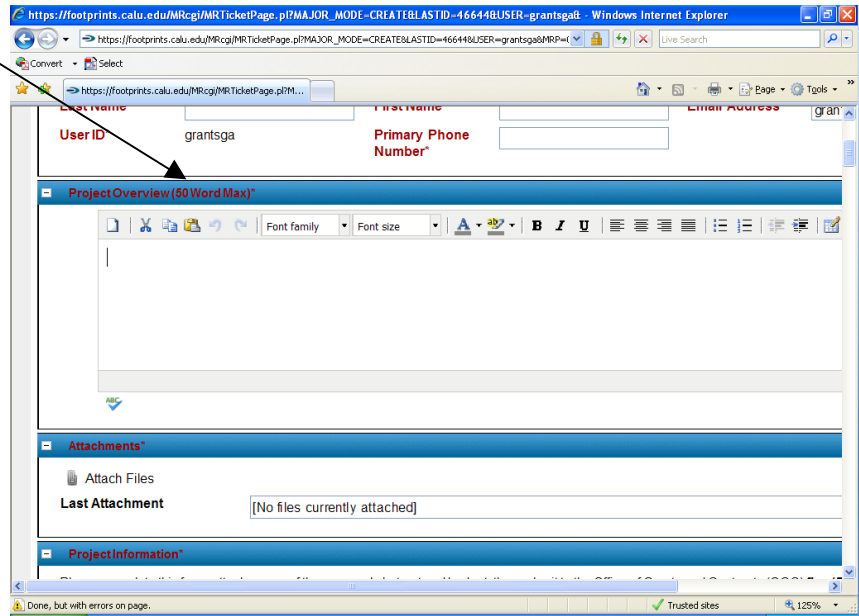
Please note and remember; the overview information should be condensed, maximum of 50 words, and will be used for publications. Please use terms understandable to a lay audience and do not include any data or materials potentially subject to copyright protection, proprietary information from the sponsor, or budgetary personnel data.

Step 6: Continue on to the "Attachments" section. Click on the icon "Attach Files."

A new window will appear.

Click the "Browse…" button to select a file to upload and repeat as necessary. A budget and an abstract must be attached. Click the **GO** button to enter.
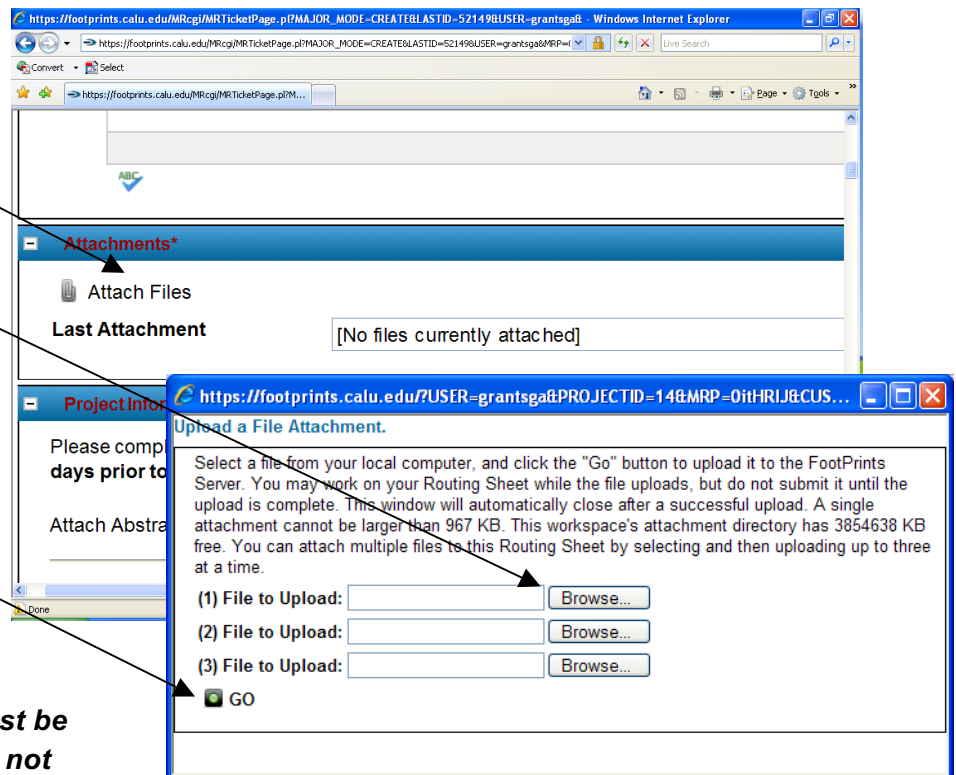
Please note: Documents must be attached. Routing Sheet will not permit a SAVE without attachments.

Step 7: Proceed on to the "Project Information" section. **All fields in red must be completed in order to save.**

Step 8: Continue on to "Budget Considerations" section. **All fields in red must be completed in order to save.**

Step 9: The "Budget Summary" section requests the "Year 01 Budget Summary" and the "Total Project Budget Summary." **Please note the difference**.


Please note and remember; if not adding an amount to a field, insert a "0".
No commas are required when entering numerical data (ex. 4500 <u>not</u> 4,500).
- *Indirect Cost Rate for Cal U is 50.90% of salary and fringe if grant project will be on campus. If off campus, rate is 22.60%.*
- *Cost Sharing – Please remember to attach any documentation from authorized personnel acknowledging funds commitment to your project.*

Step 10: In the "Compliance Considerations" section be sure to **complete all sections in red**. <u>**If you have any questions or need assistance**</u> with any of the items in this section, please call the Office of Sponsored Programs & Research at extension 1662 or email primm@calu.edu.
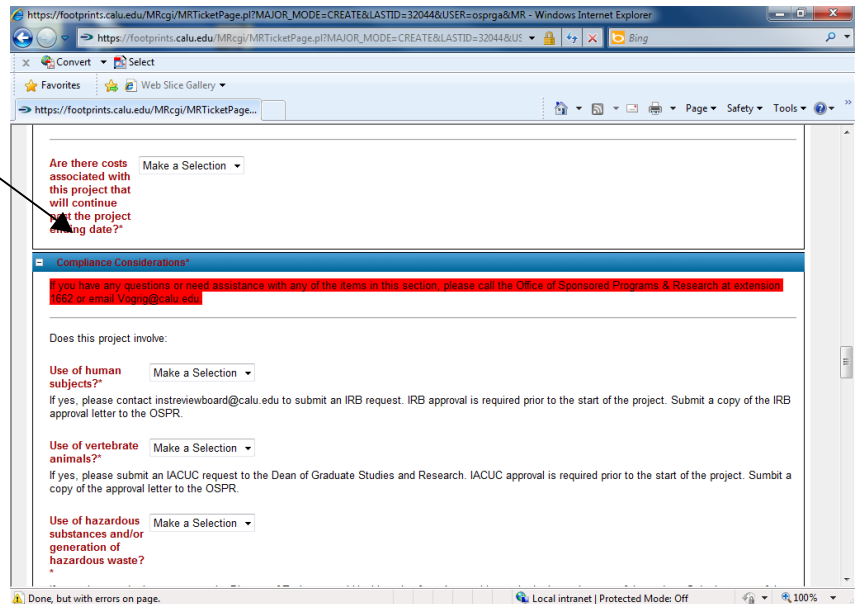
Step 11: In the "Project Director's/ Co-Project Director's Statement" section, **please review and complete all areas in the red ink.**
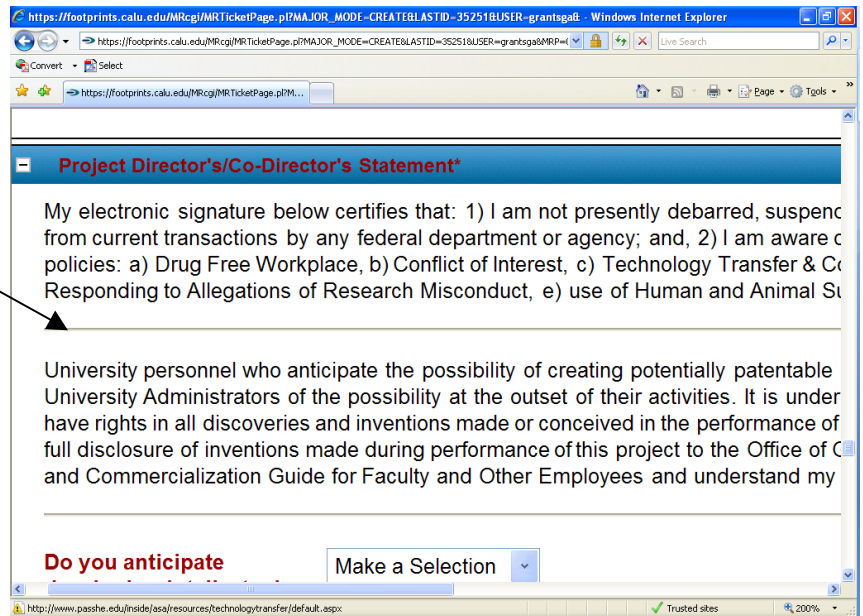
Step 12: **Disregard** the "Necessary Signatures" section. Scroll to the bottom of the page.

On the bottom left hand corner click **SAVE.**

Please note: the Office of Sponsored Programs & Research will receive notification of your Routing Sheet when you click **SAVE** *and will send your routing sheet to the authorized signatories for approval.*