

Routing Form Decision Matrix
8/1/2017

ACTIVITY TYPE	ROUTING FORM		NEW PROPOSAL #	NEW INFOED #	NEW SIGNATURES REQUIRED
	PCRF - Short Form	PCRF - Long Form			
FINANCIAL TRANSACTIONS INVOLVING NEW MONEY					
Proposal/Contract Types					
New		X	X	X	X
Supplemental Request		X	X	X	X
Competing Renewal		X	X	X	X
NON-FINANCIAL TRANSACTIONS AND FUNDING DECREASES					
Type of Agreement/Amendment/Submission					
Amendment to Externally Funded Agreement* (not supplemental)	X				X
Master Agreement/Amendment*	X			X	
Collaboration Agreement/Amendment	X			X	X
Material Transfer Agreement (MTA)/Amendment	X			X	X
Memorandums of Understanding (MOU)/Amendment	X			X	X
Sponsor Required Progress Report *	X				X
Other Agreement/Amendment	X			X	X
Amendments which change non-financial terms, including amendments which decrease funding					
Change of PI/Key Personnel*	X				X
No Cost Extensions*	X				X
Change in non-financial terms/conditions*	X				X
Scope Changes without new/supplemental funding*	X				X
Carry Forward*	X				X
Rebudgeting*	X				X
Reduction in funding	X				X
OUTBOUND SUBCONTRACTING					
New Subcontract/Subaward	Use Outbound Subaward/JHS Work Order Form and process				
Revised Subcontract/Subaward (altering time, money, scope, etc.)	Use Outbound Subaward/JHS Work Order Form and process				
Jackson Work Order	Use Outbound Subaward/JHS Work Order Form and process				
Revised Jackson Work Order (altering time, money, scope, etc.)	Use Outbound Subaward/JHS Work Order Form and process				

*No Chairman signature required.