

**Routing Form Decision Matrix**  
8/1/2017

| ACTIVITY TYPE   | ROUTING FORM  |                  | NEW PROPOSAL # | NEW INFOED # | NEW SIGNATURES REQUIRED |
|---|---|------------------|----------------|--------------|-------------------------|
|   | PCRF - Short Form                                     | PCRF - Long Form |                |              |                         |
| <b>FINANCIAL TRANSACTIONS INVOLVING NEW MONEY</b>   |   |                  |                |              |                         |
| <b>Proposal/Contract Types</b>  |   |                  |                |              |                         |
| New   |   | X                | X              | X            | X                       |
| Supplemental Request  |   | X                | X              | X            | X                       |
| Competing Renewal   |   | X                | X              | X            | X                       |
| <b>NON-FINANCIAL TRANSACTIONS AND FUNDING DECREASES</b>   |   |                  |                |              |                         |
| <b>Type of Agreement/Amendment/Submission</b>   |   |                  |                |              |                         |
| 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                       |
| <b>Amendments which change non-financial terms, including amendments which decrease funding</b> |   |                  |                |              |                         |
| 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                       |
| <b>OUTBOUND SUBCONTRACTING</b>  |   |                  |                |              |                         |
| 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.