



*Campus Correspondence*

TO: All LSU Academic Deans

FROM: Edward Seidel, Director  
Center for Computation & Technology at LSU

DATE: 25 April 2007

SUBJECT: CCTPS-04 Proposal Preparation and Routing Policy

The purpose of the CCT Proposal Preparation and Routing Policy is to create consistency in the way that proposals are prepared and routed for review and approval at CCT. As with all CCT operating policies, CCT's proposal preparation and routing process is intended to be fully compliant with University policies and procedures. This policy has been updated and replaces the original CCTPS-04 dated October 19, 2004.

CCTPS-04

For all proposals including CCT funded personnel or resources, the following preparation and routing procedures must be followed.

1. On all proposals where CCT associated resources (i.e. faculty, staff, postdocs, graduate students, students, equipment, etc.) are committed, it is preferred that F&A and Project Credit Distributions include a return of 25 percent to CCT.
2. On all proposals where the primaries are funded 50— 100 percent by CCT, the standard F&A and Project Credit Distributions must include a return of at least 50 percent to CCT.
3. The variable distribution above or below the stated 25 percent or 50 percent standards should be negotiated – if necessary – on a case-by-case basis and should match the overall percentage of CCT effort or commitment to the project, realizing that in unique situations there may be a 100 percent distribution to CCT or to the partnering academic department.
4. To facilitate any necessary negotiations, it is essential that faculty submit proposed budgets to CCT and the partnering academic department at least two days prior to the LSU Office of Sponsored Programs' filing deadline,

including – at a minimum – a copy of the proposed budget and a copy of the proposal abstract.

5. If the proposal narrative is not submitted during the routing process, a copy of the full proposal should be submitted to the CCT Grant Development Manager within one week of submission to the funding agency.
6. Proposals where CCT is participating under subcontracts must also be routed through CCT and the LSU Office of Sponsored Programs so that the commitment of LSU resources is fully realized and properly approved.

This policy should be considered effective as of the date of this memorandum. Any modifications to this policy must be in writing and must be approved by the CCT director.