**SHP Internal Routing Form**

**Principal Investigators (PIs) are required to complete the following questions.**

**The information will help the PI plan appropriately for their project and allow the School administration and leadership to evaluate your request for grant funding.**

**PI completes the following:**

|  |  |
| --- | --- |
| 1. **Will there be new hires?**
 | Yes or No (if yes, identify whether staff/faculty/adjuncts/consultants, provide additional details, justification and if they will be office or field-based) |
| 1. **Will office or other space be needed?**
 | Yes or No (if yes, indicate whether space is full-time, part-time or off-site) |
| * **If on campus, indicate which campus?**
 | Piscataway, Newark or Blackwood |
| 1. **Will any renovations be needed?**
 | Yes or No (if yes, provide additional details) |
| 1. **Will any special equipment (including Information Technology, i.e. software, hardware) be needed?**
 | Yes or No (if yes, provide additional details) |
| 1. **Will teaching load need to be reduced for faculty on the grant?**
 | Yes or No (if yes, provide additional details) |
| 1. **What will the cost be for adjuncts or overload associated with the above question?**
 | Identify dollar amount |