

**Hampden-Sydney College  
Routing Form**

Project Title: \_\_\_\_\_

Principal Investigator/Project Director: \_\_\_\_\_

*Please attach your proposal to this form, so the College officials have access to your full project description.*

**For Department Chair:**

I have discussed the attached proposal with the PI. Adequate space is available or planned for the conduct of the project. The professional time allocations described therein are realistic and within College guidelines.

Department Chair Name: \_\_\_\_\_

Department Chair Signature and Date: \_\_\_\_\_

**For Controller:**

I have discussed the attached proposal with the PI. The budget numbers described therein are appropriate and within College guidelines.

Controller Name: \_\_\_\_\_

Controller Signature and Date: \_\_\_\_\_

**For VP for Business Affairs and Finance:**

The attached proposal is consistent with the overall objectives of the College and all institutional concerns are resolved.

VP for Business Affairs and Finance Name: \_\_\_\_\_

VP for Business Affairs and Finance Signature and Date: \_\_\_\_\_

**For Dean of the Faculty:**

The attached proposal is consistent with the overall objectives of the College and all institutional concerns are resolved.

Dean of the Faculty Name: \_\_\_\_\_

Dean of the Faculty Signature and Date: \_\_\_\_\_