

**FORM AP-5 ELECTRONIC ROUTING PROCESS
FOR DEPARTMENT AND COLLEGE CENTER INVESTIGATORS**

Logged in Using Texas State NetID

Form Completed by the PI

Form Completed by the PI's Contact

Form AP-5 Edited and Submitted by the PI

Is the PI the Account Manager ?

Yes

No

Account Manager Approval

Are the Funds Managed by the Office of Research and Sponsored Programs (ORSP)?

Yes

No

Post Award-ORSP Approval

Amount
<\$2,500.00

Amount
\$2,500.00-
\$10,000.00

Amount
>\$10,000.00

Amount
<\$2,500.00

Amount
\$2,500.00-
\$10,000.00

Amount
>\$10,000.00

Chair/Center Director Approval

Chair/Center Director Approval

Dean Approval

Chair/Center Director Approval

Chair/Center Director Approval

Dean Approval

Assistant Vice President for Research Approval

Accounts Payable Approval & Commitment Number Assignment