Below is a diagram of the administrative flow for a routing. Each stop is allowed one (1) working day minimum for review. If a routing must be completed in 24 hours or less, the originating office must walk the routing to all the required stops. Deadlines should be clearly indicated on the routing sheet.

**OPTIONAL STOPS:** Routings must have approval from any of these PRIOR to being delivered to URS.

- **University Research Services (URS)**
  - 206 Whitehurst
  - First stop in administrative routing flow.

- **University Research Compliance (URC)**
  - 223 Scott
  - *Optional stop*

- **Technology Development Center (TDC)**
  - 1201 S. Innovation Way Dr., Suite 210
  - *Optional for Safe Harbor*

- **Grants & Contracts Financial Administration (GCFA)**
  - 401 Whitehurst

- **Provost & Sr. Vice President**
  - 101 Whitehurst
  - *Optional stop*
  - *Special Arrangements Needed*

- **Vice President for Research (VPR)**
  - 206 Whitehurst

- **University Research Services (URS)**
  - 206 Whitehurst