

**Outgoing Records
New Routing and Email Notification Process**

Type / Purpose	Approval Chain	Email Notification and When	Comments
New Outgoing Records *			
Standard and RSAs	RL to CD/LD to AO to Area Director to ADO/Level 1 ADO to Approved	Area at RL or initiator approval Area at AO/ADO approval AO at ADO approval RL at final approval	
Specific, Grant, Assistance type, MOU, NFCA	RL to CD to AO to Area to ONP to ADO to Approved	Area at ADO/EAD approval AO at ADO/EAD approval RL at final approval	
Outgoing Interagency - Research	RL to CD to AO to Area to ONP to ADO to Approved	Area at ADO/EAD approval AO at ADO/EAD approval RL at final approval	
Outgoing Interagency - Service Only	RL to CD to AO to Area to ADO to Approved	Area at ADO/EAD approval AO at ADO/EAD approval RL at final approval	
All outgoing agreement types where location = 02	RL to ONP to EAD to Approved		
Modifications without Funds *			
Standard and RSAs	RL to AO/ADO (based on AO authority) to Approved	Area at RL or initiator approval Area at AO/ADO approval AO at ADO approval RL at final approval	
Outgoing Interagency - Research	RL to ADO to Approved	AO at RL or initiator approval AO at ADO approval Area at RL or initiator approval Area at ADO approval ONP at RL or initiator approval RL at final approval	
Outgoing Interagency - Service Only	RL to ADO to Approved	AO at RL or initiator approval AO at ADO approval Area at RL or initiator approval Area at ADO approval RL at final approval	

**Outgoing Records
New Routing and Email Notification Process**

Type / Purpose	Approval Chain	Email Notification and When	Comments
Specific, Grant, Assistant type, MOU, NFCA	RL to ADO domestic/EAD foreign to Approved	AO at RL or initiator approval AO at ADO approval Area at RL or initiator approval Area at ADO approval ONP at RL or initiator approval RL at final approval	
All outgoing agreement types where location = 02	RL to ONP to EAD to Approved		
Modifications with funds *			
Specific, Grant, Assistance type, Interagency - Research	RL to CD to AO to Area to ONP/BPMS to ADO/EAD to Approved	Area at ADO/EAD approval AO at ADO/EAD approval RL at final approval	
Interagency - Service Only	RL to CD to AO/ADO to Approved	Area at RL or initiator approval Area at ADO approval AO at ADO approval RL at final approval	
RSA	RL to CD/LD to AO to Area Director to ADO/Level 1 ADO to Approved	Area at RL or initiator approval Area at ADO approval AO at ADO approval RL at final approval	Email notification to Area at AO/ADO approval if AO as authority
All outgoing agreement types where location = 02	RL to ONP to EAD to Approved		
Closeouts *			
Standard, MOU, NFCA	ADO to Approved	Area at ADO approval AO at ADO approval RL at final approval	
RSA	AO/ADO (based on AO authority) to Approved	Area at AO/ADO approval AO at ADO approval RL at final approval	
Specific, Grant, Assistance, and Interagency Research with funding changes	ADO/EAD(if foreign) to ONP to Approved	Area at ADO/EAD approval AO at ADO/EAD approval RL at final approval	
Interagency Service Only with funding changes	ADO/EAD(if foreign) to Approved	Area at ADO/EAD approval AO at ADO/EAD approval RL at final approval	
Specific, Grant, Assistance, Interagency Research and Service Only with NO funding changes	ADO to Approved	Area at ADO/EAD approval AO at ADO/EAD approval RL at final approval	

**Outgoing Records
New Routing and Email Notification Process**

Type / Purpose	Approval Chain	Email Notification and When	Comments
Project Renumber (this will always be a Correction 'C')			
All types	RL to Approved	Area at RL or initiator approval AO at RL or initiator approval RL at final approval	
To Coop (when ADO marks to Coop box)			
All outgoing agreements with AIMS	When to coop box is checked	PI when box is checked by ADO	
*The approval chain starts at the level of initiation of the action.			
**Area or AD refers to the Area Office - PA will receive the email			