

Electronic Proposal Routing Sheet

UAccess Research requires the following information in order to electronically route your grant/contract proposals. Please provide the answers to the questions below and send the completed form to Angela Valencia at angelav@arizona.edu along with your budget, budget justification & project summary at least **15 business days prior to** the agency deadline to ensure adequate resources and time. Thank you!

SPONSOR Name:			
Deadline type (see below):		DEADLINE DATE:	
<i>Receipt – HARD DEADLINE – Indicates the submission package must be received by the sponsor by this date and time.</i>			
<i>Target – SOFT DEADLINE – Indicates the deadline is flexible or there is no firm deadline.</i>			
Activity Type:			
Senior Key Personnel and COI Disclosers			
U of A Role*:	NAME:	%Credit / F&A	
Project Start Date:		Project End Date:	
Project Title:			
Submission Method: (Grants.gov, Research.gov, direct email to sponsor)			
Opportunity ID (required):			
Web link to Announcement:			
UA Bldg # and Room # where project will be conducted			
NSF Off-campus/off-site research**? (If yes, provide location):			

*U of A Roles: PI, Co-I (use for Co-PI), Key Person, or COI-Discloser; see definitions on next page

**Data/information/samples being collected off-campus or off-site, such as fieldwork and research activities on vessels and aircraft.

Does the proposed research include any of the following? (Check all that apply)

- COVID-19 Research
 Human Subjects
 Vertebrate Animals
 Cancer Related Topics
 Cancer Center Facilities
 Hazardous Chemicals
 FDA/EPA GLP Compliance
 Radiation
 Bloodborne Pathogens
 Recombinant DNA/Microbial Pathogens
 Native/Indigenous Research or Engagement (list tribes):
 HSI Required/Encouraged or Goals Involve Minority Students
 Companies or Nonprofits (list names):
 U.S. Military Base Abroad
 Foreign Collaborations (list countries):

Additional space, space change or renovations YES NO

Collaborative Research? YES NO

If Yes, please list the lead Institution and PI Name:

Will there be any Subawards/Subcontracts? YES NO

Follow on to **Account Number?**

Will any research take place on **Banner-University Medical Center** property? YES NO

Realizing that NIH, NSF, and many other sponsors have their own definitions of the following roles, when routing in UAccess Research, please keep the following definitions in mind as it pertains to the Personnel Tab and routing in the University of Arizona's system of record:

U of A Role	Definition
Program Director (PD), Principal Investigator (PI), or Contact PI	An individual who is judged to have the appropriate level of training, skill, authority, and responsibility and is designated by the University of Arizona to direct or co-direct a sponsored project or program. They are responsible and accountable to the University and the Sponsor for the design, execution, and management of a sponsored project or program, including the submission of all required reports.
Co-Investigator (Co-I), Multiple Principal Investigator (MPI), or Mentor/Advisor	An individual the PD/PI relies on to assume responsibilities above those of other personnel who make significant contributions to the sponsored project or program. A Co-I does not have overall responsibility and authority for the sponsored project or program like an MPI.
Key Person (KP)	An individual who is essential to the performance of the sponsored project or program, and who contributes to the scientific design, development, or execution of the project or program in a substantive, measurable way, but who does not have overall responsibility and authority for the sponsored project or program.
Conflict of Interest Discloser (COI Discloser)	Any person, regardless of title or position, named in a proposal, who is responsible for Conducting Research performed by or under the auspices of the University, other than those already included in a Project Director (PD), Co-PD, Principal Investigator (PI), Co-PI, Co-Investigator, or Key Person (KP) role. This may include Postdocs, students, and trainees.

Conflict of Interest (COI) Requirement at Proposal Submission:

All Investigators participating in federally funded research activities, including sub-federal awards, must have submitted a disclosure within the past 364 days prior to the submission of any federal or sub-federal proposal, even if they have yet to participate in research activities. (A disclosure can be any of the following: Annual Disclosure Certification, Research Certification or an Update.) OROI will verify that all PIs, Co-PIs, Senior/Key Personnel and COI Disclosers (“Investigators”) have an up-to-date disclosure at the time of proposal submission to a federal funding agency.

An Investigator is any person who shares the responsibility of Conducting Research. This includes, but is not limited to, the Principal Investigator (PI), Co-PI, Co-Investigator, Project Director (PD), Co-PD, Senior/Key Personnel, and any other person, regardless of title or position, who is responsible for Conducting Research performed by or under the auspices of the University.

This does not, however, include individuals whose performance is purely ancillary. For example, office staff who provide ancillary support or hospital staff who provide intermittent care and do not make contributions to the research data are not Investigators.

The Office for Responsible Outside Interests relies on Principal Investigators to identify the Investigators who are participating in their research and will help Principal Investigators identify such individuals. For assistance in making this determination, you can review the Who is an Investigator? resource document or contact OROI at coi@u.arizona.edu