

PI:  Sponsor:  Prime Sponsor:

Sponsor Award#:  SAP # (If Available):

Budget Period Start:  Budget Period End:

Department Contact:  Phone:  Requested By:

Project Title:  Date Requested :

**New Award / New Coeus Proposal needed:**

**Instructions:** Provide the Coeus Proposal Development # in the box. Please indicate if the items listed can be found in Coeus, Attached, or in SRS. If the information is embedded in a lengthy document, please also provide a page number or page range in the email.

**Required Documentation**

Coeus Proposal Development #:	<b>Mandatory Documents*</b>			
<input type="text"/>	Coeus	Attached	SRS	N/A
Full proposal submitted to the sponsor *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internal docs such as budget, justification, SOW, if not in Coeus & applicable correspondence (PDF format)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposal Review Sheet *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initial and Final budget(s) submitted to sponsor (If not part of the full proposal)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sponsor's policy of reduced F&A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RFP, RFQ or other program info	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Award, if not already submitted to SRS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prime award if UC is a lower tier recipient	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subawards documents if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internal authorizations, i.e. F&A waiver or Off-Campus verification forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cost Share documentation if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any post proposal materials submitted to the sponsor (JIT)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Modification:**

Covered by original proposal:  Yes  No \*If no, complete the section above for the new proposal. Also, please make sure that effort for the PI is maintained for this modification per UC effort policy.

**Sponsor Contact Information**

When the award requires negotiation by SRS, please provide the Sponsor's Contact Information (Person authorized to negotiate Terms and Conditions):

Name:

Phone Number:

E-mail Address:

**Compliance**

**Live Vertebrate Animals involved?**  Yes\*  No \*SRS Reminder: Forward this form and the necessary proposal sections to the IACUC administrator for congruency review if required according to current policy.

PI name holding the protocol:

Protocol # \*\*:  IACUC Approval Date:

\*\*If an external protocol is listed, please list the institution name with the protocol # and provide a copy of the approval.

\*\*External Institution name:

**Human Subjects involved?**  Yes  No **Is this a Clinical Trial?**  Yes  No

PI name holding the protocol:

Protocol # or Exemption #:

IRB Approval Date:

\*\*If an external protocol is listed, please list the institution name with the protocol # and provide a copy of the approval.

\*\*External Institution name:

**Radioactive, Recombinant DNA or Biohazardous Agents?**  Yes  No

PI name holding the protocol:

Protocol #  Approval Date:   Biohazard  Recombinant DNA  Radioactive

Protocol #  Approval Date:   Biohazard  Recombinant DNA  Radioactive

Protocol #  Approval Date:   Biohazard  Recombinant DNA  Radioactive

The OAR must be completed by all "Investigators/Key Persons" (paid and unpaid) on your award per UC policy 1.3.2 "Conflict of Interest on Externally Funded Projects". A Key Person includes all individuals involved in research, regardless of job title, who contributes in a substantive way to the development, execution, and reporting of research, and who are granted a significant degree of freedom in exercising independent judgment. The Primary Investigator should consider the role, rather than the title, of those involved in this research and the degree of independence with which those individuals work. All those determined to be Investigators should be listed below. Please be aware that an unidentified Conflict of Interest (COI) may lead to a compromise of your research.

Individuals that will be identified on subawards should not be listed as their compliance with new FCOI requirements will be confirmed prior to issuing a subaward to their institution.

For PI Completion Identify All Investigators/Key Personnel	For SRS Completion Only
<input type="text"/>	OAR review date: <input type="text"/> Status: <input type="text"/> CE/COI: <input type="text"/>
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**SRS Award Review:** This section to be completed by SRS staff

LOG account set-up date:

Coeus Award #:

Notes:

Bilateral  Unilateral  NCE

SRS GA Name