

Request for Award Acceptance or Just in Time

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

Mandatory Documents*

Coeus Proposal Development #: _____

Coeus Attached SRS N/A

Full proposal submitted to the sponsor*

Internal Docs. such as budget, justification, SOW,
if not in Coeus & applicable correspondence (PDF Format)

Proposal Review Sheet *

Initial and Final budget(s) submitted to sponsor (if not part of the full proposal)

Sponsor's policy of reduced F&A

RFP, RFQ or other program info

Award, if not already submitted to SRS

Prime Award if UC is a lower-tier recipient

Subawards documents if applicable

Internal authorizations, i.e. F&A waiver or off-campus verification forms

Cost-share documentation if applicable

Any post-proposal materials submitted to the sponsor (JIT)

Modification: _____

Covered by the 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: _____

Email Address: _____

Compliance

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

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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
_____	OAR Review Date: _____ Status: _____ CE/COI: _____
_____	OAR Review Date: _____ Status: _____ CE/COI: _____
_____	OAR Review Date: _____ Status: _____ CE/COI: _____
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SRS Award Review:

This section is to be completed by SRS Staff

LOG Account Set-up Date: _____

Coeus Award #: _____

Notes:

___ Bilateral

___ Unilateral

___ NCE

SRS GA Name: _____