

SRS Forms Users Guide

1. [Proposal Review Form \(PRF\)](#) This form is completed by the AOR who is doing the final review of the proposal prior to submission to an external sponsor. This provides a place to record the pertinent information about the proposal. It is also a place to indicate any special reviews completed such as cost share, subawards, questions about allowability of expenses, or additional internal justifications (computer purchase approval). This information is used by SRS at award stage when the proposal is reviewed as part of the award acceptance process.
2. [Compliance Review Form \(CRF\)](#) Compliance with regulations covering sponsored agreements is a critical issue to UC. This form is used to gather information on our projects to verify we are compliant with regulations such as 45CFR46 Protection of Human Subjects; PHS Policy on Humane Care and Use of Laboratory Animals; 10 CFR various sections on safe handling of radioactive materials; 42 CFR Part 50 PHS Financial Conflict of Interest; etc. The supplied protocol numbers and other compliance information is reviewed by SRS against various UC compliance e-systems to verify all protocols are current. In addition, the list of key personnel is checked against the UC Outside Activity Report (OAR) system for potential conflict of interest issues. If a possible conflict is identified in the OAR system information on the project is forwarded to the compliance officer (Holly Bante) for review and action if appropriate.
3. [Award Acceptance Request \(AAR\)](#) This form should be submitted to SRS when an award is received or at the time the sponsor starts collecting information just prior to an award being issued (frequently referred to as “just in time”). Among other things this form is giving SRS the authorization to proceed with accepting the award on behalf of the PI and your administrative unit. It also provides SRS the location of documents and information needed for review prior to SRS accepting the award on behalf of the university. Finally, this form is also electronically routed to the signing official to notify them a document is ready for signature.
4. [AAR CRF Combined Form](#) This form can be completed in lieu of 2 separate forms, when both the AAR and CRF forms have been requested. This will save the user from the need to duplicate general information in multiple places on multiple forms.
5. [Off Campus Request](#) This form should be used to determine the level of a project’s activities that are performed in facilities not owned by UC. If more than 50% of a project is performed off-campus, the off-campus Facilities and Administrative (F&A) rate will apply to the entire project. The office campus F&A rate is 26%.
6. [F&A Waiver](#) The form should be used when a PI or Project Director wishes to request an F&A rate lower than UC’s federally negotiated rates. If a sponsor has a published policy that restricts the amount of F&A allowed on a project a Waiver is not required. However, a link to the policy should be noted on the Proposal Review Form or a copy of the policy uploaded into the Coeus Proposal Development record.

Proposal Review Form

***This form must be completed by the AOR for all proposals submitted**

PI: List the principle Investigator's full name.

Proposal Prepared By: List the name of the person entering the proposal in Coeus.

Activity Type: Select the correct type from the drop down (Research, Instruction, Other/Public Service, Clinical Trial)

Proposal Type: Select the correct type from the drop down. (New, Renewal, Resubmission, Revision, Continuation)

Notice of Opportunity: Select the correct activity type from the drop down. (Federal, Non-Federal, SBIT, STTR, Unsolicited)

Sponsor Due Date: Indicate the date the proposal is due to the sponsor

Date Submitted: Indicate the Date the AOR submitted the final proposal to the sponsor.

Funding Opportunity #: Provide the opportunity number the proposal is in response to if any.

Sponsor Proposal #: List any reference number assigned by the sponsor to this proposal

Revision: If this proposal is a revision of an existing award, indicate yes

Coeus Award#: If you selected yes in the revision box, then provide the current Coeus Award number this proposal pertains to.

Coeus Proposal Development#: Provide the PD# assigned by Coeus for the proposal. (i.e. 000002568)

Coeus Institute Proposal #: Provide the IP# assigned when the proposal was approved and submitted by the AOR.
(i.e.15000001)

Proposal Title: Provide the title of the project

For the remainder of the Proposal Review Sheet, please see instructions at this link:

Compliance Review Form

***This form must be completed annually for all awards**

PI: List the principle Investigator's full name.

Today's Date: Date form is being completed.

Sponsor Name and Award #: List the name of the Sponsor and Prime as well as the sponsor assigned award number.
(Ex. CHMC 103564 NHLBI HL105264)

Budget Period Start and End dates: List the dates for the current budget period being set-up.

SAP#: If this is a renewal/extension of an existing award, please enter the SAP# from the previous year.
If this is a new award leave blank.

Form Prepared By: List the name of the person completing the form.

Coeus Award#: If this is a new award you should leave this field blank. This number will be assigned by the SRS GA.

If this is a continuation, then you should have the Coeus award number from the award set-up emails or A323 from the previous year. (Ex. 009536-002)

If you have the original proposal development # you can also look in Coeus using the Medusa icon to get the award#.

The image contains two screenshots from the Coeus system. The top screenshot shows a 'Development Proposal List' window with a table containing one row of data. A red callout box labeled 'Medusa' points to a small icon in the toolbar. The bottom screenshot shows the 'Medusa - Award, Institute Proposal and Development Proposal Links' window. It displays various fields including 'Spon Award No', 'Activity Type', 'Award Type', 'Grant Type', and 'Title'. A red callout box labeled 'Coeus Award #' points to a field containing the value '009620-001'.

Proposal Number	Type	Status	Le
00002899	New	Submitted	Organoids as a M... 60

Live Vertebrate Animals Involved?

1. Check yes or no
2. List the name of the PI on the Protocol
3. List the protocol# assigned by IACUC
4. List the most recent approval date from IACUC
5. Give the name of the institution holding the protocol if it is NOT UC.

Human Subjects Involved?

1. Check yes or no
2. Clinical trial? Check yes or no
3. List the name of the PI on the Protocol
4. List the protocol# assigned by IRB
5. List the most recent approval date from IRB
6. Give the name of the institution holding the protocol if it is NOT UC.

Recombinant DNA or Biohazardous Agents?

1. Check yes or no
2. List the name of the PI on the Protocol
3. List the protocol # assigned by IBC or Radiation Safety
4. List protocol type. (i.e. Biohazard, Rad. Safety. Etc.)
5. List the most recent approval date.

Key Personnel: List all key personnel on the project based on the definition provided on the form.

If they are personnel on a subaward, they do not need to be listed here. That is managed as part of the subaward process.

Section in grey is for SRS to complete

Award Acceptance Request

***This form is required for any New Award and Modifications. It is also collected for any Just in Time (JIT) actions for new awards.**

***By submitting this form, you are confirming that you and the PI have reviewed at minimum the budget, project period, and SOW for the award.**

Section 1: This section MUST be completed for all requests.

PI: List the principle Investigators full name.

Sponsor Name: List the name of the sponsor. This is who UC will be getting the funds from.

Prime Sponsor: List the name of the prime sponsor. This is the highest source of the funding.

Award #: List the sponsor assigned award number.

Requested by: List the name of the person completing the form.

Department Contact: List the name of the department contact for award review and set-up.

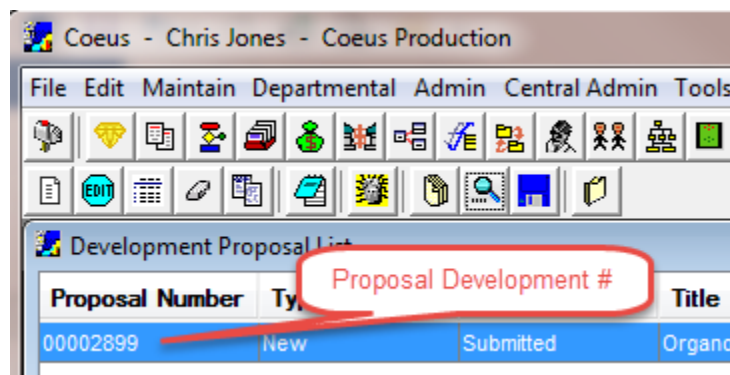
Phone: List the phone number for the Department Contact.

Project Title: List the final title of the project as listed on the award notice.

Date Requested: List the date the form was completed.

Section 2: This section is completed ONLY for New Awards, and any Modification that required a new Coeus Proposal to be completed. If no new Coeus Proposal was required, then leave this section blank.

Coeus Proposal Development #: List the Coeus tracking number assigned when preparing the proposal in Coeus proposal development module.



Check Boxes: Check the appropriate box to indicate to SRS where the items listed can be found. Items with an asterisk (*) next to them are mandatory for all awards that require this section to be completed.

Section 3: This section is completed ONLY for Modifications. If this is a new award then leave this section blank.

Modification: List the modification # for this request.

Covered by original Proposal: Check yes or no.

Yes means the original proposal included the funds being awarded with this modification.

(Ex. Proposal done for 5 years, \$1250000 total. Yr. 1 was \$200000. Yr. 2 modification is being awarded for \$200000 totaling \$400000 to date)

If yes, move to the Sponsor Contact Information Section.

If no, complete the section above for the new proposal.

Section 4: This section is completed ONLY if one the award requires negotiation and/or signature.

Provide the contact information for who the agreement should be negotiated with and sent to for signature.

Section 5: This section is ONLY for SRS use.

AAR_CRF Combined

***This form is required for any New Award and Modifications. It is also collected for any Just in Time actions for new awards.**

***By submitting this form, you are confirming that you and the PI have reviewed at minimum the budget, project period, and SOW for the award.**

Section 1: This section MUST be completed for all requests.

PI: List the principle Investigators full name.

Sponsor Name: List the name of the sponsor. This is who UC will be getting the funds from.

Prime Sponsor: List the name of the prime sponsor. This is the highest source of the funding.

Sponsor Award #: List the sponsor assigned award number.

SAP#: If this is a renewal/extension of an existing award, please enter the SAP# from the previous year. If this is a new award leave blank.

Budget Period Start and End dates: List the dates for the current budget period being set-up.

Department Contact: List the name of the department contact for award review and set-up.

Phone: List the phone number for the Department Contact.

Requested by: List the name of the person completing the form.

Project Title: List the final title of the project as it is listed on the award notice.

Date Requested: List the date the form was completed.

Section 2: Follow instructions from Award Acceptance Form above

Section 3: Follow instructions from Award Acceptance Form above

Section 4: Follow instructions from Award Acceptance Form above

Compliance Section: Follow instructions from Compliance Review Form above

Section 5: This section is ONLY for SRS use.

Off Campus Verification

Principle Investigator: List the principle Investigator's full name.

Proposal Title: List the full title of the proposal being submitted.

Describe project's off-campus: Facility location and specific tasks performed off campus (do not include subawards).

Describe project's on-campus. Facility location and specific tasks performed on campus.

List Personnel: This should include all UC personnel on the project excluding graduate and undergraduate students.

Personnel	Name	Effort of project	% off campus	Months off-campus	Months On-Campus
Select role on the project from drop-down list	List Full name	% effort committed to this project	% of that effort that will be off campus	Calculated for you	Calculated for you

*If you have additional personnel beyond the initial box, the 2nd tab on the excel form has additional space available.

Signatures:

All signatures must be completed before the proposal is submitted to the sponsor.

For colleges that have AOR authority, the AOR can sign the form. However, SRS reserves the right to overrule the form at award stage if the location is determined to be on-campus. Please upload the fully signed form into Coeus as a UC internal document.

For colleges that do not have AOR authority, please upload the form signed by the PI and Department Head into Coeus as a UC internal document.

F&A Waiver Request

*If the Sponsor or Prime has a published policy regarding a reduced rate or that no F&A is allowable a waiver is not required.

Examples of published policy include:

Notice on their website

Sponsor Terms and Conditions

Stated in the RFP

An email from the sponsor is not acceptable as a published policy.

If the sponsor has a policy for a reduced rate, but the PI wants to request a lower rate, then a waiver is still required.

Project Title: List the full title of the proposal being submitted.

Sponsoring Agency: List the name of the sponsor.

PI Name: List the principle Investigator's full name.

Department: Provide the name of the lead Department for this proposal. If the PI has a dual appointment in more than one UC department, please make sure the correct department is listed for this proposal.

Coeus Proposal#: List the Coeus proposal development number for the proposal.

Return Form To: List name of the person in the department the form should be returned to.

Activity Type: Select the activity type from the drop-down list. (Research, Instruction, etc.)

Percent Requested: Enter the percent the PI is requesting for F&A.

Justification Box: Waiver form should include a detailed justification for the waiver that includes how waiving the F&A will benefit the University.

Signatures:

Please type in the Department Head and College Dean's names in the appropriate box.

All Department Head and College Dean signatures must be obtained prior to submission to SRS.

The Complete package must be submitted to Patrick Clark for final approval 5 business days prior to deadline.

Required documents include:

Waiver request form signed by both the applicable department head and college dean.

Budget, Budget Justification, Proposal Abstract

***The final signed form, with Patrick's signature, should be uploaded into the Coeus Proposal as an internal university document.**