

Kuali Research

Responsible Unit (Department/College) Review and Approval

The University of Arizona
Spring 2022



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Overview

In this context, "Unit" refers to any department, school, college, or other division at the University of Arizona which may be included in a proposal.

A Unit may be included in a proposal for several reasons:

- Faculty/Staff from the Unit are included in a PI, Co-I, or Key Person role
- The unit has been listed as a responsible Unit for included cost-share
- The Unit is a parent to another involved Unit

For more information on Proposal Roles and Responsibilities, see

<https://research.arizona.edu/administration/proposal-submission/roles-and-responsibilities>.

Department Head/Director

The Department Head/Director or their designee(s) has the authority to approve and commit the use of Department personnel and resources in a proposal.

By approving the proposal in UAccess Research the Department Head/Director:

- Certifies that, to the best of the Department Head/Director's knowledge, the PD/PI/Co-PI in their department is competent and capable of carrying out the proposed project
- Certifies that when the project is funded, the PD/PI/Co-PI's responsibilities within the department will be adjusted so that the investigator will be able to commit the required effort to the project
- Approves the involvement, role, and level of effort for any Co-Is or KPs in their department
- Approves the use or involvement of other resources in their department as indicated in the proposal
- Certifies that when the project is funded, the department will manage award funds in compliance with University of Arizona and sponsor policies
- Signifies approval of cost sharing and/or proposed Facilities & Administrative costs, if applicable
- Signifies that space and facilities are or will be available for the project should the proposal be funded
- Signifies that the project is consistent with the mission of the department, the college, and the University

Dean/Vice President

The Dean/Vice President or their designee(s) has the authority to approve and commit the use of College personnel and resources in a proposal.



By approving the proposal in UAccess Research the Dean/Vice President:

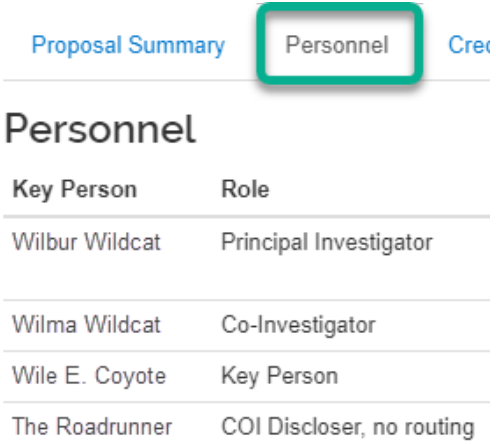
- Certifies that the required resources will be available and that the department is capable of carrying out the proposed project
- Signifies that the project is consistent with the mission of the college and the University
- Signifies approval of cost sharing and/or proposed Facilities & Administrative costs, if applicable

Unit Review

Units should review proposals to confirm that the individual listed as PD/PI/Co-PI under their Unit is capable of carrying out the proposed project, understand what Unit resources are being committed to a project, and provide Unit approval for the commitment of those resources.

Units must provision appropriate individuals with the authority to approve and commit the use of Unit personnel and resources in a proposal for this role using AccessFlow: <https://uarizona.service-now.com/accessflow>. Generally, those individuals include the Director, Head, or Dean of the Unit, as well as one or more designee.

Units should review the following for accuracy and communicate/coordinate any necessary changes with the initiator of the Proposal Development Document.

Image	Explanation
	<p>For individuals in your responsible Unit:</p> <ul style="list-style-type: none"> • Does the named individual have the necessary skills and training to perform the role they are listed at? • Does the named individual have Unit approval to submit this proposal and participate in the project should it be funded?



Credit Allocation - Changes to Credit Allocation are considered a Major Change and will require re-routing for approvals either at time of proposal, or prior to award (if Sponsored Projects agrees).

Proposal Summary Personnel **Credit Allocation** Compliance

Credit Allocation

	Credit for Award	F&A Revenue
Wilbur Wildcat	75	75
2536 - Chemistry & Biochemistry-Sci	50	25
9001 - Spon Projs & Contrl Svcs	50	75
Unit Total:	100	100
Wilma Wildcat	25	25
9001 - Spon Projs & Contrl Svcs	100	100
Unit Total:	100	100
Wile E. Coyote	0	0
9001 - Spon Projs & Contrl Svcs	100	100
Unit Total:	100	100
Investigator Total:	100	100

For individuals in your responsible Unit:

- Are all applicable/appropriate units for the named individual included?
- Is the distribution of Credit for Award accurate **amongst their units?**
- Is the distribution of F&A Revenue accurate **amongst their units?**
- Is the percentage of Credit for Award being allocated to the named individual accurate, as agreed upon?

Attachments - Attachments can be added while a proposal document is routing for approvals. Do **not** return a proposal for edit for these minor changes. Please communicate any necessary changes with the proposal initiator.

Proposal Summary Personnel Credit Allocation Compliance **Attachments**

Attachments

Proposal (4) Personnel (1) Abstracts (0) Internal (1) Notes (1)

Proposal (4)

Add attachments to this proposal Hyperlinked files

Download All

File	Type *	Description
1	Project Summary (Abstract, Scope of Work)	
2	Budget	Detailed Budget w/ Costshare
3	Budget Justification	

Is attached required Project Summary accurate?

Is attached required Budget accurate? Including any identified cost-share, whether mandatory/voluntary and committed/uncommitted.

Is attached required Budget Justification accurate?

Budget Summary - At times the budget summary may deviate from the attached budget. As long as the deviation is **not in cost-share commitments** and is less than 25% of the originally submitted budget summary, it can be handled without returning for edit.

Proposal Summary Personnel Credit Allocation Supplemental Info **Budget Summary**

Budget Summary

Cost Sharing Amount: 0.00 Underrecovery Amount: 0.00

Program Income: 0.00 F&A Rate Type: MTDC

	P1(07/01/2022 - 06/30/2023)	Totals
Non-personnel		
Calculated Person Costs	64,700	64,700

Cost Sharing

Assign and distribute any additional unallocated expenses to departments, institutions, or other individuals.

Serial	Department	Percentage	Serials Assigned	Amount	Unit Totals
1	1-0709-0001-90000003	0.00	TRD - PI-Visita 4 PIR	1,500.00 - 100%	
			Total allocated	1,500.00	
			Total unallocated	0.00	

Is there cost-share included?

If so, click on **Budget** in the left-hand navigation panel, open the green highlighted budget, click on **Institutional Commitments > Cost Sharing** in the left-hand navigation panel and review the cost-share to determine what was allocated to your Unit (if anything). **Approving the proposal approves cost-share commitments allocated to your Unit.**

Unit Proposal Actions

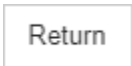
After reviewing the Proposal and coordinating any necessary changes with the initiator of the document, click the blue Approve button at the bottom of the Summary/Submit screen.



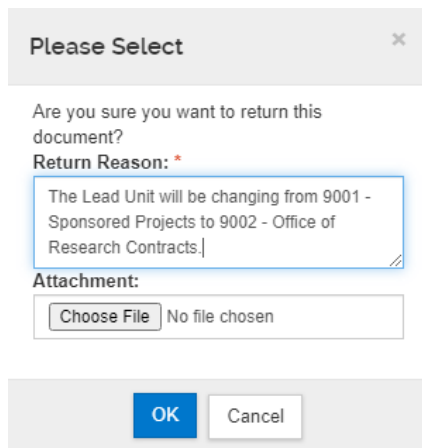
While Unit approver roles do have the option of returning a document to the initiator for edit, it is **strongly recommended** that they communicate/coordinate with the proposal initiator rather than doing so, as the proposal will need to re-route for approvals and this can add complications and delays.

Some changes can be coordinated with SPS without impacting routing. The proposal initiator can facilitate these changes. They also have the ability to recall the document for more extensive edits if that level of action is needed to make changes.

If a Unit approver must return a proposal for edit, click on the white Return button at the bottom of the summary/Submit screen.



Then, enter the reason for return, add attachments (optional), and click the blue OK button.

A grey dialog box titled "Please Select" with a close button (x) in the top right corner. The text inside asks "Are you sure you want to return this document?". Below this is a "Return Reason: *" field with a text area containing "The Lead Unit will be changing from 9001 - Sponsored Projects to 9002 - Office of Research Contracts.". Underneath is an "Attachment:" section with a "Choose File" button and the text "No file chosen". At the bottom of the dialog are two buttons: a blue "OK" button and a white "Cancel" button with a grey border.