



## UAccess Research Proposal Changes that Require Re-Routing

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| <p><b>Major Changes</b> require the proposal to be returned to the initiator for changes and re-routed for all approvals.<br/> <u>Submission queue priority is not retained if a proposal is returned for major changes.</u></p> <p>Sponsored Projects Services will make routine, minor corrections based on information in the proposal or mistakes in UAccess Research data entry. All corrections will be noted in the proposal without re-routing for approvals.</p> |   |
|   | <b>Major Changes</b>  |
| <b>Proposal Units (Departments)</b>   | <ul style="list-style-type: none"> <li>• If the project Lead Unit changes, copy the UAccess Research Proposal and re-route for all approvals.</li> <li>• Adding or deleting units requires re-routing.</li> <li>• Remember to include <u>all</u> required units for faculty associated with other departments.</li> </ul>   |
| <b>Proposal Key Personnel</b>   | <ul style="list-style-type: none"> <li>• Adding or removing key personnel requires re-routing.</li> <li>• Changing a proposal person's role requires re-routing. <ul style="list-style-type: none"> <li>○ Principal Investigator to Co-Investigator or Key Person</li> <li>○ Co-Investigator to Principal Investigator or Key Person</li> <li>○ Key Person to Principal Investigator or Co-Investigator</li> </ul> </li> </ul>  |
| <b>Credit for Award / F&amp;A Revenue</b>   | Any change to distribution of Award Credit or F&A Revenue requires re-routing.  |
| <b>Cost Sharing</b>   | <ul style="list-style-type: none"> <li>• Cost Share amount increases will be re-routed to the Lead Unit and any department/college with a cost share increase.</li> <li>• Changes in Cost Sharing Source Unit(s) require re-routing.</li> <li>• Remember to distribute and verify a source for all quantifiable cost sharing.</li> <li>• Limit Cost Sharing to what is required by the program announcement or talk to your department/college first!</li> </ul>  |
| <b>On / Off Campus</b>  | A change in on-or off-campus designation is a 'significant' budget change in F&A (Facilities & Administrative) rate and requires re-routing.  |
| <b>Proposal Attachments Required</b>  | <p>Without this supporting information attached or otherwise included in the UAccess Research Proposal, the proposal will be re-routed.</p> <p><u>Every</u> proposal requires the following information:</p> <ul style="list-style-type: none"> <li>• Budget</li> <li>• Abstract or Statement of Work</li> <li>• Budget Justification</li> </ul> <p>Additional supporting documentation is required in some situations...</p> <ul style="list-style-type: none"> <li>• <b>Subcontracts</b> - If the project includes one or more subcontracts, include the following information for each subcontract. <ul style="list-style-type: none"> <li>○ Subcontract Budget</li> <li>○ Subcontract Abstract or Statement of Work</li> <li>○ Subcontract Budget Justification</li> </ul> </li> <li>• <b>F&amp;A Stipulations</b> - Proposals with a reduced F&amp;A Rate stipulated by the Sponsor must include the Sponsor Stipulation in the proposal.</li> <li>• <b>F&amp;A Waivers</b> - Proposals that require an F&amp;A Waiver must include the F&amp;A Waiver request as a UAccess Research Proposal attachment.</li> </ul> |