UAccess Research System Conversion
Proposal Submission Tool
Instructions for Use

Note: *The link for the Proposal Submission Tool will be communicated out to campus the week of January 10-14 in various ways (RA Forum, email, webpages).*

OVERVIEW

The below document is intended as a guide for routing a proposal during the UAccess Research system update/conversion that will occur in January 2022.

This tool does not address award credit splits, F&A revenue splits, or allow for complex routing and approval paths. It only obtains limited approvals (PI, Lead Unit, College) and is **only** approved for use from January 15-26, 2022 and should be used only when absolutely necessary.

Proposal Initiators should strive to work with their Investigators to route proposals in advance of the January 15 cut-off at 5pm for proposals with a deadline of January 18-January 28, or after the updated system goes live on January 25 at 8am for proposals due January 29 or later.

Any proposals approved and submitted with the use of this tool will need to be FULLY entered, routed, and approved in the updated system between January 25 at 8am and March 4 at 5pm or they may be withdrawn from consideration.

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UAccess Research System Conversion Proposal Submission Tool

Limited-time proposal routing and approval tool

This is a limited-time proposal routing and approval tool for use during the UAccess Research System Conversion (January 15-26, 2022) only.

Limited approvals (PI, Lead Unit, College) are accepted during this time.

After go-live on January 25 and before close-of-business March 4, the proposal Initiator must fully enter this proposal into the updated UAccess Research environment in accordance with normal practice and requirements and fully route for ALL approvals.
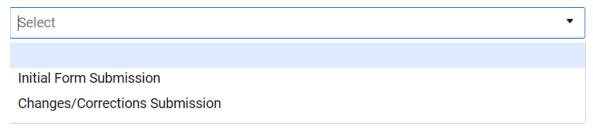
If all approvals are unable to be obtained at that time, the proposal may be withdrawn from consideration.

Proposal Initiator Information

Initiator First and Last Name*

Initiator Email*
Please enter your UArizona email. *Note: This is the email that will be used for all communications to the proposal initiator, so please ensure you type it correctly!*

Form Type*

Please select Initial Form Submission if this is the first time you are completing this form for a proposal.

Please select Changes/Corrections Submission if you are completing this after the PI has requested changes. An additional question will appear at the bottom of the page asking you to confirm that all changes have been made.

Select ▼

Initial Form Submission

Changes/Corrections Submission

Submission Deadline

Sponsor Deadline Date*

Please enter the deadline date for our direct sponsor. If there is a Prime Sponsor, please enter the deadline for the Prime Sponsor in the Notes section.

[📅]   *Note: You can type in or use the calendar, but it must be dd/mm/yyyy.*

Sponsor Deadline Time

Please enter local (Tucson) time and am/pm designation. Example: 2:00pm

[   ]

Sponsor Deadline Type

Select ▼

Postmark

Receipt

Target

Proposal Details

Proposal Type*

Select ▼

New

Resubmission (previously routed, not selected for funding at that time)

Revision (not yet routed, competing, additional funding/supplement)

Continuation (previously routed, non-competing, next year of funding)

Renewal (not yet routed, competing, builds off of previously funded research)

Activity Type*

Select	▾

Research
Instruction
Other Sponsored Activity
Clinical Trial
Research Training

PI First and Last Name*

PI Email*

Please enter the PI's UArizona email.

Lead Unit*

Select or enter value	▾

0101 - CALS Career & Acad Svcs
0107 - Sch of Family & Consum Sci-Ins
0108 - Agric Educ Tech & Innov-Ins
0112 - Sch of Natural Resources-Ins
0118 - Agric & Resource Econ-Ins
0121 - Environmental Science-Ins

Project Title*

Project Start Date*

📅

Note: You can type in or use the calendar, but it must be dd/mm/yyyy.

Project End Date*

📅

Note: You can type in or use the calendar, but it must be dd/mm/yyyy.

Sponsor*

Please spell out the name of the sponsor. Do not use acronyms. *Note: You may use certain clearly identifiable acronyms (NASA HQ, NASA Goddard, NASA Ames), but be aware that if there is any question as to what you might mean, SPS will need to contact you to clarify and this may cause delays.*

Prime Sponsor

Spell out the name of the prime sponsor (if any). Do not use acronyms. *__Note:__ You may use certain clearly identifiable acronyms (NASA HQ, NASA Goddard, NASA Ames), but be aware that if there is any question as to what you might mean, SPS will need to contact you to clarify and this may cause delays.*

Submission Details

Opportunity ID

Opportunity Title

Sponsor Electronic Submission System
Please note that only the top 3 (by volume) sponsor systems have been provided.

If you are submitting through a different electronic system, please write in the sponsor system that will be used. *__Note:__ You can type a different entry directly into this field (such as DOE PAMS, ProposalCentral, or EZFedGrants) and it will be accepted.*

Select or enter value ▼

Grants.gov Workspace

NIH Assist

NSF Research.gov

Sponsor Proposal ID

Key Personnel

Co-Investigators
Please list all co-investigators by first and last name, separated by a comma. Example: John Doe, Jane Doe, etc.

Sr./Key Personnel
Please list all sr. key personnel by first and last name/role, separated by a comma. Example: John Doe/Mentor, Jane Doe/Advisor, etc.

F&A Rate Information

On/Off Campus*

Guidance: The off-campus rate is applicable to those projects that are conducted in facilities not owned, leased or operated by the University.

If the project is conducted in leased space and lease costs are directly charges to the project, then the off-campus rate must be used. A project is considered off-campus if more than 50% of its salaries and wages are incurred at an off-campus facility.

If a project is determined to be off-campus, it shall be considered wholly off-campus. Separate on and off-campus rates will not be used for a single project.

Select ▼

On Campus

Off Campus

Main Project Location(s) - Building(s), Room(s)*

Please enter the physical location(s) where the majority of the effort will be performed.

F&A Rate Category*

If "F&A waiver" or "Sponsor F&A rate stipulation" are selected, the F&A waiver request template or the Sponsor stipulation MUST be attached at the end of this form.

Select ▼

F&A waiver (rarely approved, attach request template)

Federal negotiated rate

Other standard UA F&A rate

Sponsor F&A rate stipulation

F&A Rate %*

Example: 53.5 or 26.0 *Note: 17.5% would be written as 17.5, not 0.175.*

	%

F&A Cost Base*

If the sponsor's stipulated rate is listed as a percentage of Total Costs (TC), please convert to percentage of Total Direct Costs (TDC).

1. Determine the direct project costs percentage.
2. Divide the indirect costs percentage by the direct costs percentage to find the Total Direct Costs (TDC) percentage.

Example: Indirect costs are allowed at 15% (of the project).

1. 100% total project costs - 15% allowed for indirect costs = 85% remaining for direct costs
2. 15% indirect costs / 85% direct costs = 17.647% Total Direct Costs (TDC)

Select	▼
MTDC	
TDC	

Budget Summary

Only annual direct costs, F&A costs and costshare (if applicable) are required to be entered. Subsequent emails will show the calculated total direct costs, F&A costs, and costshare.
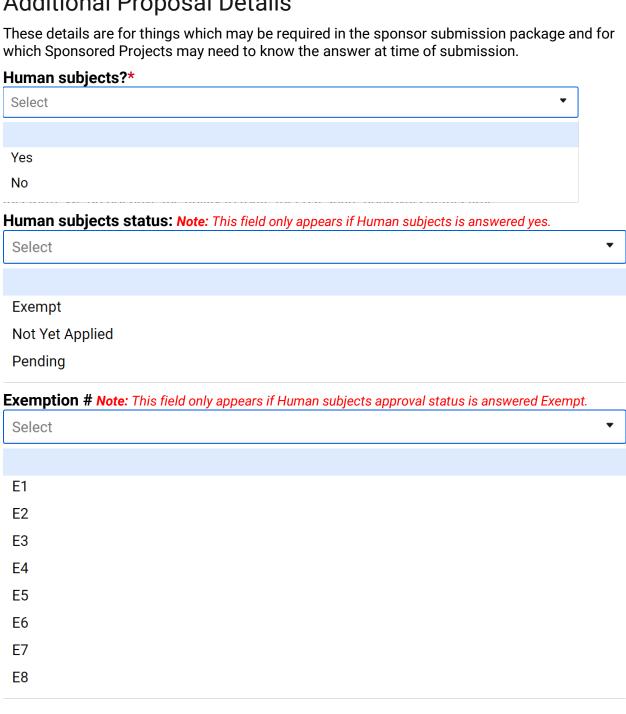
Years*

Select the number of years in the project period. ***Note:*** *The number of years you select will open a corresponding number of fields for annual Direct and F&A Costs. While these numbers are unformatted and do not total in this form submission, they will be converted to $XX,XXX format and will total upon submission and for any subsequent communications and approval requests.*

Select	▼
1	
2	
3	
4	
5	

Year 1 Direct Costs

Year 1 F&A Costs

Year 2 Direct Costs

Year 2 F&A Costs

Year 3 Direct Costs

Year 3 F&A Costs

Year 4 Direct Costs

Year 4 F&A Costs

Year 5 Direct Costs

Year 5 F&A Costs

[ ]

Subawards*

If subawards are included, a subaward packet (Signed Subrecipient Commitment Form, Scope of Work, Budget, Budget Justification) MUST be attached for each subawardee at the end of this form. *Note: If you do not attach appropriate documentation for subawards, it may delay review and submission of your proposal.*

Select ▼
Yes
No

Costshare*

If there is ANY costshare, whether by a responsible UArizona Unit or by a third party, documented approvals for that costshare (email, letter, etc.) MUST be attached at the end of this form. We do not have the ability to route for cost-share approvals at this time. *Note: If you do not attach the required approvals for costshare, your proposal will not be reviewed or submitted!*

Select ▼
Yes
No

Costshare Years* *Note: The number of years you select will open a corresponding number of fields for annual costshare amounts. While these numbers are unformatted and do not total in this form submission, they will be converted to $XX,XXX format and will total upon submission and for any subsequent communications and approval requests.*

Select ▼
1
2
3
4
5

Year 1 Costshare

[ ]

Year 2 Costshare

[ ]

Year 3 Costshare

Year 4 Costshare

Year 5 Costshare

Additional Proposal Details

These details are for things which may be required in the sponsor submission package and for which Sponsored Projects may need to know the answer at time of submission.

Human subjects?*

Select ▼

Yes

No

Human subjects status: *Note: This field only appears if Human subjects is answered yes.*

Select ▼

Exempt

Not Yet Applied

Pending

Exemption # *Note: This field only appears if Human subjects approval status is answered Exempt.*

Select ▼

E1

E2

E3

E4

E5

E6

E7

E8

Vertebrate animals?*

Select ▼

Yes

No

Vertebrate animals status *Note: This field only appears if Vertebrate animals is answered yes.*

Select ▼

Not Yet Applied

Pending

HSI required/encouraged or minority student goals?*

Select ▼

Yes

No

Foreign collaborations?*

Select ▼

Yes

No

Countries of foreign collaborators?* *Note: You may select multiple countries. To clear a country after selection, click on the x next to the selected country's name.*

Select or enter value ▼

Afghanistan

Akrotiri

Åland Islands

Albania

Algeria

American Samoa

Andorra

Attachments and Notes

Attachments* *Note: Unfortunately, there is a single attachments field for all attachments. Smartsheet accepts Word docs, Excel workbooks, Adobe .pdfs and portfolios, image files, etc. up to 10 separate attachments with a total aggregate file size of 30MB. Please contact Sponsored Projects Services (sponsor@email.arizona.edu) if your attachments exceed those limits.*
Please attach the following REQUIRED documents:

1. Project Summary/Abstract/Scope of Work
2. Budget
3. Budget Justification/Narrative

These items are required by Sponsored Projects even when they may not be specifically required by the sponsor, to aid Sponsored Projects in understanding and reviewing the proposed project.

****

Some documents are required if certain conditions exist. Please attach the following CONDITIONALLY REQUIRED documents:

1. Costshare Budget/Approvals/Documentation
2. Subaward Packet (Commitment Form, Scope of Work, Budget, Budget Justification)
3. F&A Stipulation
4. F&A Waiver/Reduction Requests
5. Document(s) requiring Authorized Signature

****

Some documents are extremely helpful to include and are appreciated whenever possible. Attach the following OPTIONAL documents if desired/able:

1. A copy of the Funding Opportunity Announcement or Solicitation
2. Relevant Correspondence (deviation authorizations, explanations of special circumstances, etc.)

> Drag and drop files here or **browse files**

Notes

Please enter any notes that may provide context or additional information that may be helpful in Sponsored Projects' review, such as:

Notes indicating specific submission processes and/or responsibilities (sponsor submission system or method, whether submitted by PI or SPS, signed documents required, etc.).

Notes providing additional information when we are NOT the lead institution (prime sponsor deadline, contact information for lead institution for signed documents, etc.)

All Changes Made?* *Note: This field only appears if you have selected Changes/Corrections Submission under **Form Type** and is necessary to ensure further routing.*

Please confirm that you have conferred with the PI and made all necessary changes prior to submitting. This is the only opportunity to make changes due to limited routing capabilities.

○ Yes

☐ **Send me a copy of my responses**

Email address *Note: This field only appears if you check the box to "send me a copy of my responses". Regardless of whether you select this option, you will receive a notification email with a brief summary (not complete information!) when a temporary proposal ID has been assigned and as each level approves/requests changes/declines.*

[   ]

[Submit]

If you have missed a required field, you will see the following:

> 🛑 The information you entered is incomplete or invalid.

And the missed field will be highlighted red with a message that it is required:

Foreign collaborations? *

[Select   ▼]

🛑 This field is required

When you have successfully completed and submitted the Initial Form Submission, you will see a notification on your screen advising you of the remainder of the process and telling you to navigate away from the screen.

THE UNIVERSITY OF ARIZONA

Success!

The proposal has been routed to the Principal Investigator for review/approval. The proposal will then route to the Lead Unit, College, and Sponsored Projects Services. You will receive an email notification at each action (approve, request changes, decline) from each route-stop so that you always know exactly where your proposal is.

Once a temporary proposal ID has been assigned to your proposal, you will receive a separate email providing that ID and a brief proposal summary.

You may now navigate away from this screen.

Powered by ▣ smartsheet

The following images are of the emails that will be received following submission.

Proposal Initiator email if elected to receive a copy of responses:

From:	Smartsheet Forms <forms@app.smartsheet.com>
Sent:	Tuesday, December 7, 2021 4:27 PM
To:	Your Name Here!
Subject:	[EXT]Confirmation – UAccess Research System Conversion Proposal Submission Tool

External Email

THE UNIVERSITY OF ARIZONA

Thank you for submitting your proposal. A copy or your submission is included below for your records.

As soon as a temporary proposal ID has been assigned, you will receive another email providing that ID and a brief proposal summary.

Regards,
Sponsored Projects Services

UAccess Research System Conversion Proposal Submission Tool

Initiator First and Last Name	
Initiator Email	
Sponsor Deadline Date	01/25/2022
Sponsor Deadline Time	10:00am
Sponsor Deadline Type	Receipt
Proposal Type	New
Activity Type	Research
PI First and Last Name	Wilbur Wildcat
PI Email	wwildcat@arizona.edu
Lead Unit	DEMO Unit
Project Title	Example Submission for Research Administration Forum
Project Start Date	07/01/2022

Project End Date	06/30/2025
Sponsor	National Center for Research Administration Excellence
Prime Sponsor	
Opportunity ID	NCRAE 12345
Opportunity Title	RAE Solutions for eRA System Changes
Sponsor Electronic Submission System	Excellence.org
Sponsor Proposal ID	987654321
Co-Investigators	Wilma Wildcat
Sr./Key Personnel	Wile E. Coyote
On/Off Campus	On Campus
Main Project Location(s) - Building(s), Room(s)	USB Rooftop
F&A Rate Category	Sponsor F&A rate stipulation
F&A Rate %	10%
F&A Cost Base	MTDC
Budget Years	3
Year 1 Direct Costs	5000
Year 1 F&A Costs	500
Year 2 Direct Costs	5000
Year 2 F&A Costs	500
Year 3 Direct Costs	5000
Year 3 F&A Costs	500
Subawards	No
Costshare	Yes
Costshare Years	3
Year 1 Costshare	250
Year 2 Costshare	250
Year 3 Costshare	250
Human subjects?	Yes
Human subjects status	Exempt
Exemption #	E2
Vertebrate animals?	Yes

Vertebrate animals status	Not Yet Applied
HSI required/encouraged or minority student goals?	Yes
Foreign collaborations?	Yes
Countries of foreign collaborators	France
Notes	This is a demonstration example for the December 2021 Research Administration Forum. A training video and .pdf instructions will be provided along with the live link closer to time.

File Attachments

📄 **Various Attachments - 1.docx**   (12k)

📄 **Various Attachments - 2.docx**   (12k)

📄 **Various Attachments - 3.docx**   (12k)

📄 **Various Attachments - 4.docx**   (12k)

📄 **Various Attachments - 5.docx**   (12k)

📄 **Various Attachments - 6.docx**   (12k)

📄 **Various Attachments - 7.docx**   (12k)

📄 **Various Attachments - 8.docx**   (12k)

📄 **Various Attachments - 9.docx**   (12k)

📄 **Various Attachments - 10.docx**   (12k)

Proposal Initiator email once a temporary proposal ID has been assigned:

From:	Sponsored Projects Proposal Services via Smartsheet <automation@app.smartsheet.com>
Sent:	Tuesday, December 7, 2021 4:56 PM
To:	
Subject:	[EXT]Temporary Proposal ID Assigned

smartsheet

A Temporary Proposal ID TP_2022_0001 has been assigned to the proposal you just submitted:

PROPOSAL SUMMARY:
Sponsor: National Center for Research Administration Excellence
Deadline: 01/25/22

PI: Wilbur Wildcat
Lead Unit: DEMO Unit

Title: Example Submission for Research Administration Forum
Start Date: 07/01/22
End Date: 06/30/25

Total Direct Costs: $15,000
Total F&A Costs: $1,500
Total Project Costs: $16,500
Total Costshare: $750

Initial Form Submission

PI review/approval request email:

External Email

Wilbur Wildcat,

Please use the VIEW REQUEST button below to REVIEW and APPROVE or request changes for a proposal that has been routed outside the UAccess Research system during the scheduled system downtime.

Please reach out to the proposal initiator Shana McClelland at shana@email.arizona.edu to coordinate any desired changes/corrections.

During this time, this short-form, limited-approval proposal submission will be reviewed and approved by the PI, Lead Unit, College, and Sponsored Projects. It is important that you review and approve this proposal at your earliest opportunity to ensure timely review, approval and submission.

Initial Form Submission

View Request

PI must click
View Request
to take action/approve

Row 1

Temporary Proposal ID	TP_2022_0001
Lead Unit	DEMO Unit
Sponsor	National Center for Research Administration Excellence
Sponsor Deadline Date	01/25/22
Project Title	Example Submission for Research Administration Forum
Project Start Date	07/01/22
Project End Date	06/30/25
PI Name	Wilbur Wildcat
Co-Investigators	Wilma Wildcat
Sr./Key Personnel	Wile E. Coyote
On/Off Campus	On Campus
Main Project	

email details continue...

PI review/approval action:

smartsheet

PI APPROVAL REQUIRED - Proposal Routing Outside of UAccess Research

Wilbur Wildcat,

Please use the VIEW REQUEST button below to REVIEW and APPROVE or request changes for a proposal that has been routed outside the UAccess Research system during the scheduled system downtime.

Please reach out to the proposal initiator ▓▓▓▓▓ at ▓▓▓@email.arizona.edu to coordinate any desired changes/corrections.

During this time, this short-form, limited-approval proposal submission will be reviewed and approved by the PI, Lead Unit, College, and Sponsored Projects. It is important that you review and approve this proposal at your earliest opportunity to ensure timely review, approval and submission.

Initial Form Submission

Temporary Proposal ID

TP_2022_0001

form details continue...

France

Notes

This is a demonstration example for the December 2021 Research Administration Forum. A training video and .pdf instructions will be provided along with the live link closer to time.

PIs can add attachments!

Attachments

Upload Files

PIs can expand and open all attachments!

▶ 10 Attachments

Comments

Add a comment

PIs can add notes/comments!

☐ Send me a copy of my responses

Request Changes   **Approve**

Due to workflow limitations, PIs only have the ability to request changes **ONE TIME**. They should coordinate clearly with the proposal initiator to ensure all necessary changes are understood and made. Once the proposal initiator makes and submits the changes, the PI will receive a second email with a link to review/approve the changes. At that time their only choice will be to approve or decline. Declining kills the document and it will need to be completely resubmitted/rerouted.

If PI selects Request Changes, Initiator request email:

External Email

PI Wilbur Wildcat has requested that changes be made for Proposal TP_2022_0001. Please communicate with the PI to ensure that all desired changes are made. Please change the Form Type to Changes/Corrections Submission and ensure you select Yes for All Changes Made?

PROPOSAL SUMMARY:
Sponsor: National Center for Research Administration Excellence
Deadline: 01/25/22

PI: Wilbur Wildcat
Lead Unit: DEMO Unit

Title: Example Submission for Research Administration Forum
Start Date: 07/01/22
End Date: 06/30/25

Total Direct Costs: $15,000
Total F&A Costs: $1,500
Total Project Costs: $16,500
Total Costshare: $750

Initial Form Submission

Open Update Form

Initiator must click
Open Update Form
to take action/make changes

Row 1

Temporary Proposal ID	TP_2022_0001
Form Type	Initial Form Submission
Proposal Type	New
Activity Type	Research
Lead Unit	DEMO Unit
Sponsor	National Center for Research Administration Excellence
Prime Sponsor	
Sponsor Deadline Date	01/25/22
Sponsor Deadline	

email details continue...

Initiator make changes requested action:

PI review/approval of changes email:

From: Sponsored Projects Proposal Services via Smartsheet <automation@app.smartsheet.com>
Sent: Friday, December 10, 2021 1:27 PM
To: McClelland, Shana M - (shana) <shana@arizona.edu>
Subject: [EXT]PI APPROVAL REQUIRED - Proposal Routing Outside of UAccess Research

External Email

Wilbur Wildcat,

Shana McClelland has completed the requested changes. Please use the VIEW REQUEST button below to REVIEW and APPROVE or decline the updated proposal.

Declining the proposal at this point will stop routing/approvals and require the proposal to be re-routed. We highly recommend that you reach out to the proposal initiator Shana McClelland at shana@email.arizona.edu prior to declining any proposal document to discuss other options for making additional changes/corrections.

Changes/Corrections Submission

View Request

PI must click
View Request
to take action/approve

Row 1

Temporary Proposal ID	TP_2022_0001
Lead Unit	DEMO Unit
Sponsor	National Center for Research Administration Excellence
Sponsor Deadline Date	01/25/22
Project Title	Example Submission for Research Administration Forum
Project Start Date	07/01/22
Project End Date	06/30/25
PI Name	Wilbur Wildcat

email details continue...

PI, Lead Unit, and College will now only have Decline/Approve options when opening the request.

Decline   **Approve**

Decline will kill the document and require resubmission/rerouting.