

April 13, 2022

Research Administration Forum



THE UNIVERSITY
OF ARIZONA

Zoom etiquette reminder

- Please keep yourself muted unless you are actively speaking
- If you have a comment/question, please type it in the chat.
 - ❖ We will read out any chat questions and obtain answers to ensure both question and answer are included in the session recording.
 - ❖ If you have a follow-up/clarification question as answers are provided, please raise your hand. We will call on you to unmute, turn on your video (preferable), and ask your question as soon as we are able.
- Sessions are recorded and will be made available on the RA Forum page along with the slides.

Agenda



- Resources
- New NIH Requirement for Certified e-Signature with Other Support Forms
- Limited Submissions Overview
- Update on Award Account Setup Turnaround Times and Tracking Tools
- Updates and Opportunities
- Open Discussion/Q&A

Employee and Crisis Assistance

<https://lifework.arizona.edu/employee-assistance-counseling>

For Parents



ABOUT ▾ PROGRAMS ▾ COUNSELING & COACHING ▾ EVENTS & WORKSHOPS ▾ THE LATEST TOOLS ▾

CRISIS SUPPORT ▾

Employee Assistance Counseling

Are you struggling with anxiety or depression? Dealing with grief or loss? Need help managing stress or feelings of burnout? Or are you just looking to develop your communication skills in a safe and supportive environment?

Life is full of challenges, and we all need help handling them sometimes. Life & Work Connections provides diverse entry points to help you build your resilience and strengthen the skills you need to address those challenges.

One-on-One Counseling through ComPsych

Free, confidential, short-term counseling is available to all benefits-eligible employees, their dependents, and members of their households through ComPsych.

This support includes:

- Up to 12 counseling sessions per issue per year.
- Extended appointment times, including evenings and weekends.
- A diverse, statewide network of providers, giving you the flexibility to select a provider who meets your cultural, clinical, and location preferences.
- A range of service modes, including in-person, phone, video, and chat options.
- English- and/or Spanish-speaking counselors, and translation services for other languages.

To make an appointment, call **877-327-2362 (TTY: 800-697-0353)** anytime 24/7.

This service is available to all benefit-eligible University of Arizona employees, their dependents, and members of their households. Using ComPsych services is completely confidential, offered in multiple languages, and offers 24/7 access to support, resources & information.

<https://lifework.arizona.edu/crisis-support>

For Parents



ABOUT ▾ PROGRAMS ▾ COUNSELING & COACHING ▾ EVENTS & WORKSHOPS ▾ THE LATEST TOOLS ▾

Crisis Support

If you or someone you know is experiencing a life-threatening emergency, call 911 or go to your local emergency room.

Speak With Someone Now:

Tucson	Phoenix	National
<p>Call the Community-Wide Crisis line ▾ 520-622-6000 or 866-495-6735</p> <p>Confidential support 24/7. English or your preferred language.</p> <p>Walk into the 24/7 Crisis Response Center 2802 E. District St., Tucson, AZ</p>	<p>Call the Crisis Response Network 602-222-9444 or 800-631-1314</p> <p>Confidential support 24/7. English or your preferred language.</p>	<p>National Suicide Prevention Lifeline 1-800-273-8255</p> <p>The Lifeline provides 24/7, free and confidential support for people in distress, prevention and crisis resources for you or your loved ones.</p> <p>National Suicide Prevention Lifeline ▾</p>

*After-hours crisis callers may speak with a licensed counselor by pressing 1 when prompted by the automated message.

NIH Requirement for Certified e-Signature

NIH Compliant Certified E-Signature

Rachel Rice, MBA

Assistant Director, Proposal Support &
Preaward Services

Sponsored Projects Services



Bye forever, Wet Signatures

NIH and
Other S
applicab
will allow

[\(NOT-OD-](#)

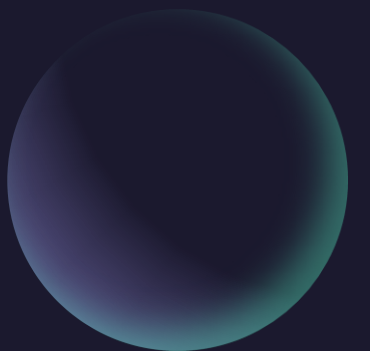
Physical Sketches and
signature of the
t, only this time, they





True or False?

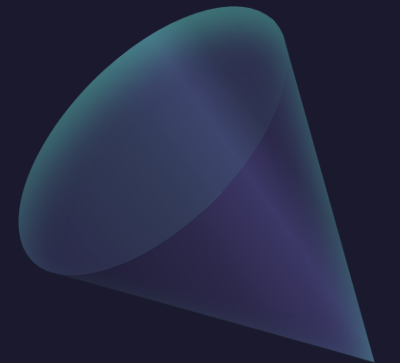
All Electronic Signatures are Compliant for NIH.



NIH Guidance on Electronic Signatures:

Don'ts:

- Cannot be a scanned wet signature
- Cannot be a photo of a wet signature
- Doesn't require a specific type of electronic signature software (i.e., Adobe)



NIH Guidance on Electronic Signatures:

Do's:

- Utilize a UA provided digital certificate.
- Feel confident submitting a document to NIH with a compliant electronic signature that has been NIH approved



arizona digital certificate service

[home](#) > welcome

welcome, **Rachel Erin Rice**

this is the *only time* you will see this page.

this service allows you to create and manage the digital certificates needed to encrypt and sign your email and

what are digital certificates?

in the physical world, you protect your written correspondence by putting it in an envelope before posting.

in the online world, sending an e-mail message is like sending a postcard: it is easy to intercept and read as if

instead of risking disclosure of your private e-mail message, one option for safeguarding them is to use a digital

although it can sound complicated, most popular e-mail clients allow you to sign and encrypt e-mail messages

for more information on digital certificates, see [the getting started guide](#).

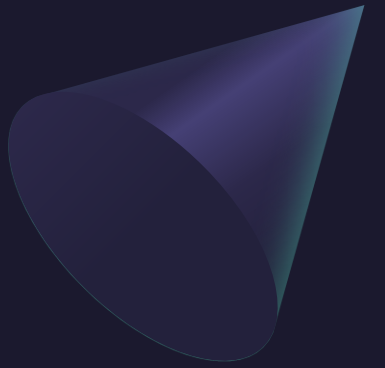
where do I start?

right [here!](#) 

Get that Certificate

- Click link:
<https://certificates.arizona.edu/welcome>
- Log in with NetID and click the *here* under “where do I start?”

Request a New Certificate



CLICK REQUEST A NEW CERTIFICATE:

ENTER IN YOUR EMAIL ADDRESS:

THE UNIVERSITY OF ARIZONA.
arizona digital certificate service

home

certificates owned by **Rachel Erin Rice**

requested	email	status	
Sep 18, 2018	rachelrice@email.arizona.edu	enrolled	revoke this cert

[request a new certificate](#)

THE UNIVERSITY OF ARIZONA.
arizona digital certificate service

home > new certificate

request a new certificate

by submitting any of these forms, you will be requesting a mail signing and data encryption certificate.
you may only choose email addresses that belong to you. claiming a certificate for another person's email address *without authorization*, or falsifying associated name/title data, is considered a violation of the acceptable use policy.

claim your official address

(will be published in the [UAConnect Global Address List](#))

claim an affiliated UA email address

@ [request this address](#)

use alternate name (you may specify an alternate name, or title, if this certificate is not tied to your personal email address)

Note you do NOT need to enter in arizona.edu, it is auto populated.

Request a New Certificate

A VERIFICATION CODE WILL BE SENT TO THE EMAIL ADDRESS REQUESTING A CERTIFICATE:

ENTER THE CODE HERE:

From: no_reply@uits.arizona.edu
To: [Rice, Rachel Erin - \(rachelrice\)](mailto:rachelrice@arizona.edu)
Subject: verification code for Arizona Digital Certificate request
Date: Thursday, April 7, 2022 2:44:00 PM


This email contains a verification code from the University of Arizona's Arizona Digital Certificate application for email address "rachelrice@arizona.edu".

The verification code is:

██████████

By entering this code on the verification page you attest that you are the authorized party, or represent the authorized party, in control of this email address and the corresponding identity. Misrepresentation of identity is a violation of The University of Arizona's Acceptable Use of Computers and Networks Policy (<http://security.arizona.edu/aup>).

You can access the verification page here: <https://certificates.arizona.edu/verify>

 THE UNIVERSITY OF ARIZONA®

arizona digital certificate service

[home](#) > verify email

verify email address rachelrice@arizona.edu

An email has been sent to rachelrice@arizona.edu with a verification code. Please copy and paste the verification code below and click the "submit code" button.

Enter verification code here

arizona digital certificate service

[home](#)

certificate details



certificate for Rachel Erin Rice

issued to rachelrice@arizona.edu

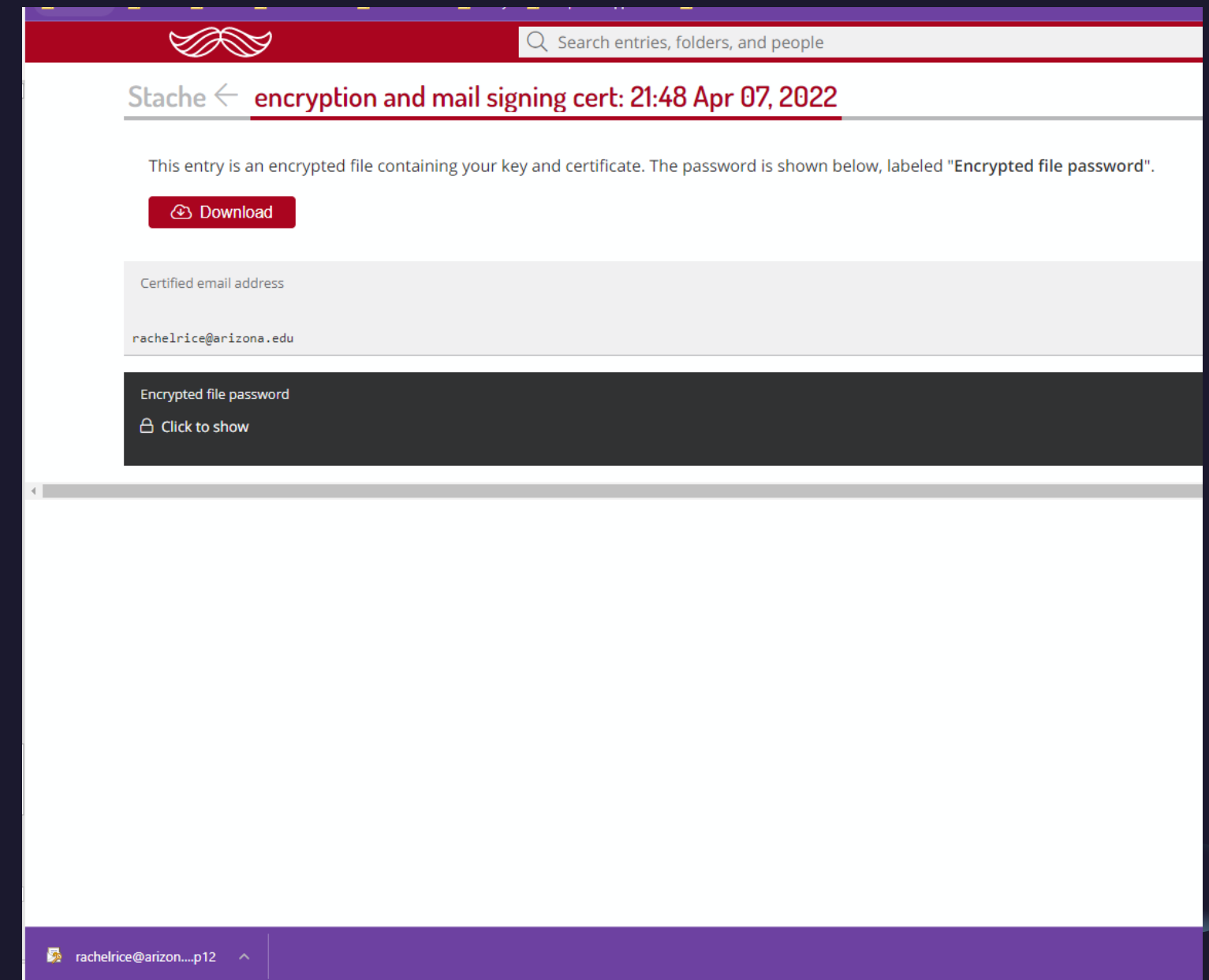
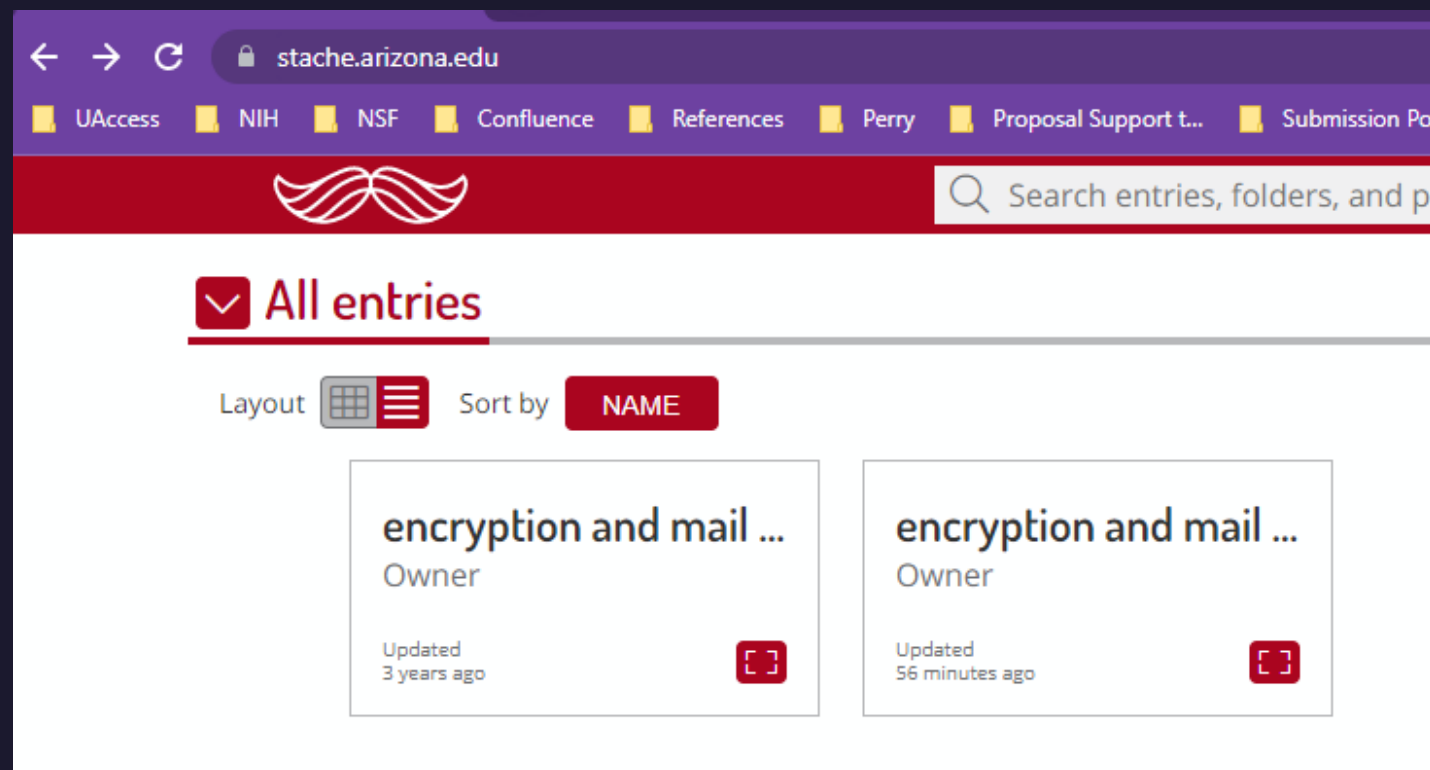
to be used for encryption and mail signing

valid from *Apr 7, 2022* to *Apr 7, 2025*

you may download this certificate from [Stache](#)

Next Step: Get the Stache

- Now that you have a certificate, go to <https://stache.arizona.edu/> where you will then need to log in with your NetID.
- Click on the corresponding certificate tile in Stache:
- When the tile has opened, you will need to click the Download button and obtain the P12 from the download:



Stache Password

- When running the P12, a couple of tiles in will ask you for a password; don't panic, the Stache gives you the information you need!
- Click on the Click to Show located below the Encrypted file password shown on the Stache page and enter in the information on the Private Key Protection window:

This entry is an encrypted file containing your key and certificate. The password is show

Download

Certified email address

rachelrice@arizona.edu

Encrypted file password

Click to show

← Certificate Import Wizard

Private key protection

To maintain security, the private key was protected with a password.

Type the password for the private key.

Password:

Display Password

Import options:

Enable strong private key protection. You will be prompted every time the private key is used by an application if you enable this option.

Mark this key as exportable. This will allow you to back up or transport your keys at a later time.

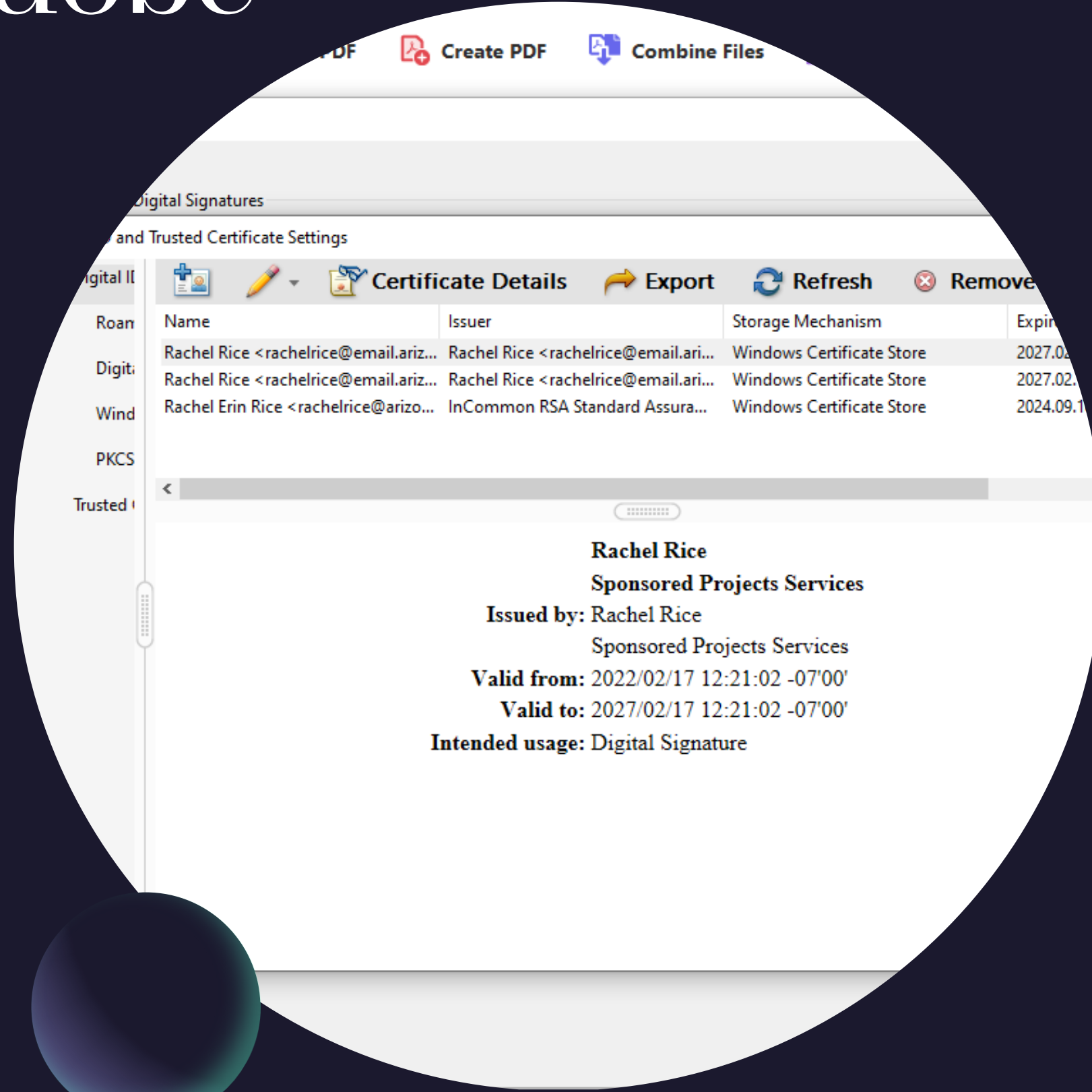
Protect private key using virtualized-based security(Non-exportable)

Include all extended properties.

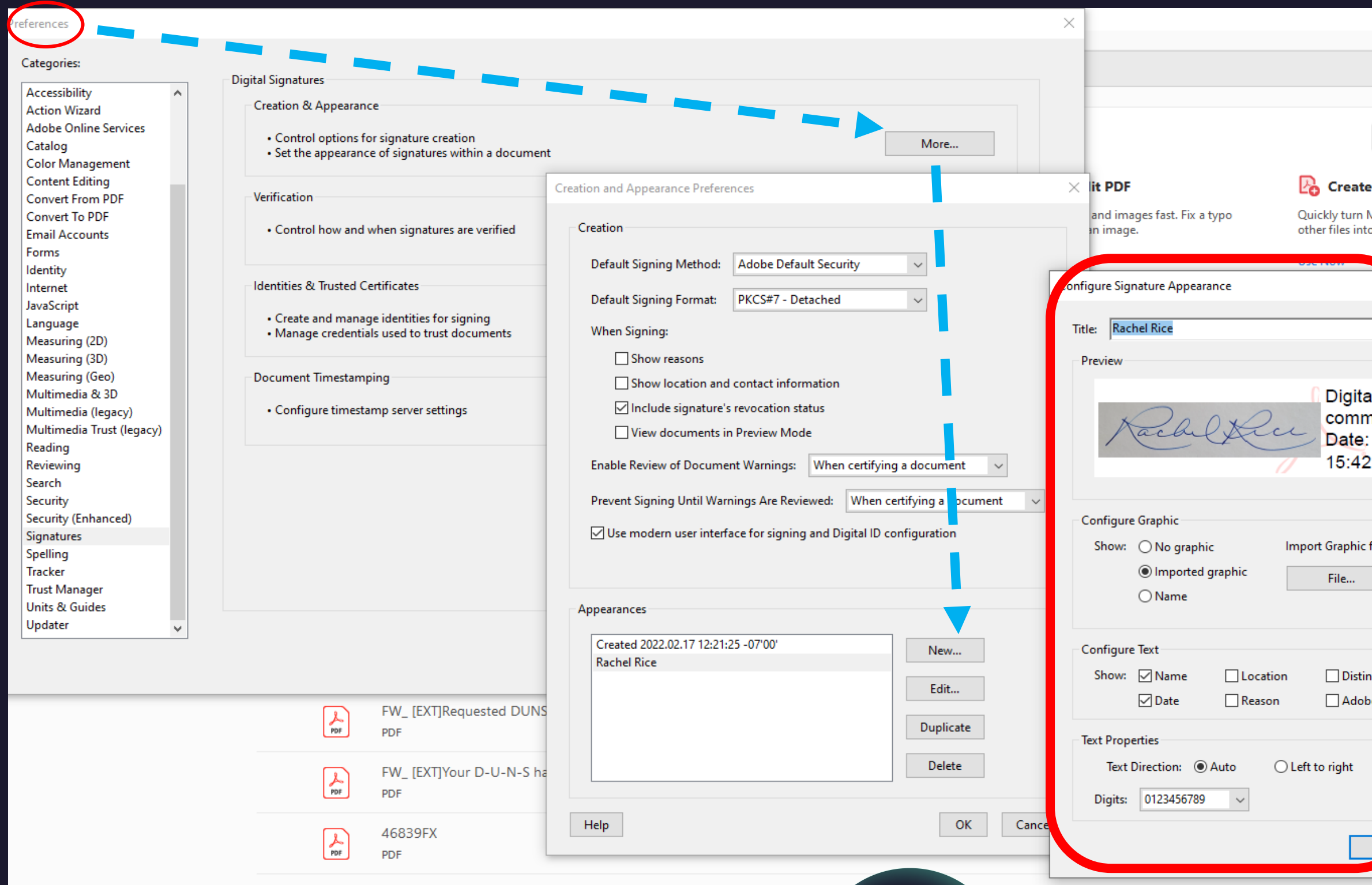
Next

Interacting with Adobe

- The certificate *should* automatically communicate with Adobe and will show up in the Certificate Details.
- If not, the following should help to upload the certificate to Adobe:
 - In Adobe:
 1. Open the Preferences dialog box (Edit > Preferences).
 2. Under Categories, select Signatures.
 3. For Identities & Trusted Certificates, click More.
 4. Select Digital IDs on the left.
 5. Do one of the following: To import an ID, click the Add ID button, and follow the onscreen instructions.



Signature IRL VS Typed Signature: Options for Adobe



Default

- Default for Signature: Typed Name

Import

- Personalized: Import a graphic of your signature.

Go

- Go to Preferences > Signatures > Creation & Appearance, Click More > Select New > Upload Photo of Wet Signature

Add

- Add a time stamp, information on locking the document after signature; explore your Adobe signature options

Questions?

Please email SPS at sponsor@arizona.edu

Check out the helpful links regarding Digital Certificates:

<https://confluence.arizona.edu/display/SIA/Importing+Your+Digital+Certificate>



Limited Submissions

April 13, 2022

The University of Arizona

Limited Submissions

Daniel Moseke

Manager, Research Development Operations

dmoseke@email.arizona.edu



THE UNIVERSITY OF ARIZONA

Research

Innovation & Impact

What are “limited submissions”?

Limited Submissions are funding opportunities where the funder has limited the number of applications from an organization or institution.

Consequences for surpassing a limit:

*This eligibility constraint will be strictly enforced. In the event that an organization exceeds this limit, the first proposal received will be accepted, and the remainder will be **returned without review**.*

Why does RDS manage limited submissions?

- To avoid the dreaded *“Returned without review”*
- To reduce (*eliminate!*) favoritism
- To facilitate putting UArizona’s “best foot forward”
- To promote transparency
- To coordinate among relevant stakeholders (Faculty, Colleges, RII, SPCS, UAF, etc.)
- To strategize for future funding planning
- *Process not Policy*

Where can I find out about Limited Submissions?

<https://rgw.arizona.edu/development/limited-submissions>

Contact RDS:

limitedsubmissions@email.arizona.edu

FACILITATE *not* GATEKEEP 😊

[Download UA's Limited Submission Process PDF ▼](#)

[Limited Submission Frequently Asked Questions \(FAQs\)](#)

Limited Submission Table

Last updated on April 8, 2022

- The table below defaults to sorting by the RDI deadline but is also sortable by "Program Title," or "Sponsor." Simply click on the title in the table's header.
- Unless otherwise noted, internal pre-proposals are due by 5:00p AZ on the RDI deadline date and must be submitted through **UA Competition Space ▼**.
- If you want to apply for a limited submission opportunity that is not listed below, or if you have questions about the competitions listed here, please contact LimitedSubmissions@email.arizona.edu ✉.

Download limited submissions as a CSV file: [Upcoming ▼](#) | [Open ▼](#) | [Completed ▼](#)

Keyword Search

- Any - ▼

Research Category

- Any - ▼

Apply

Reset

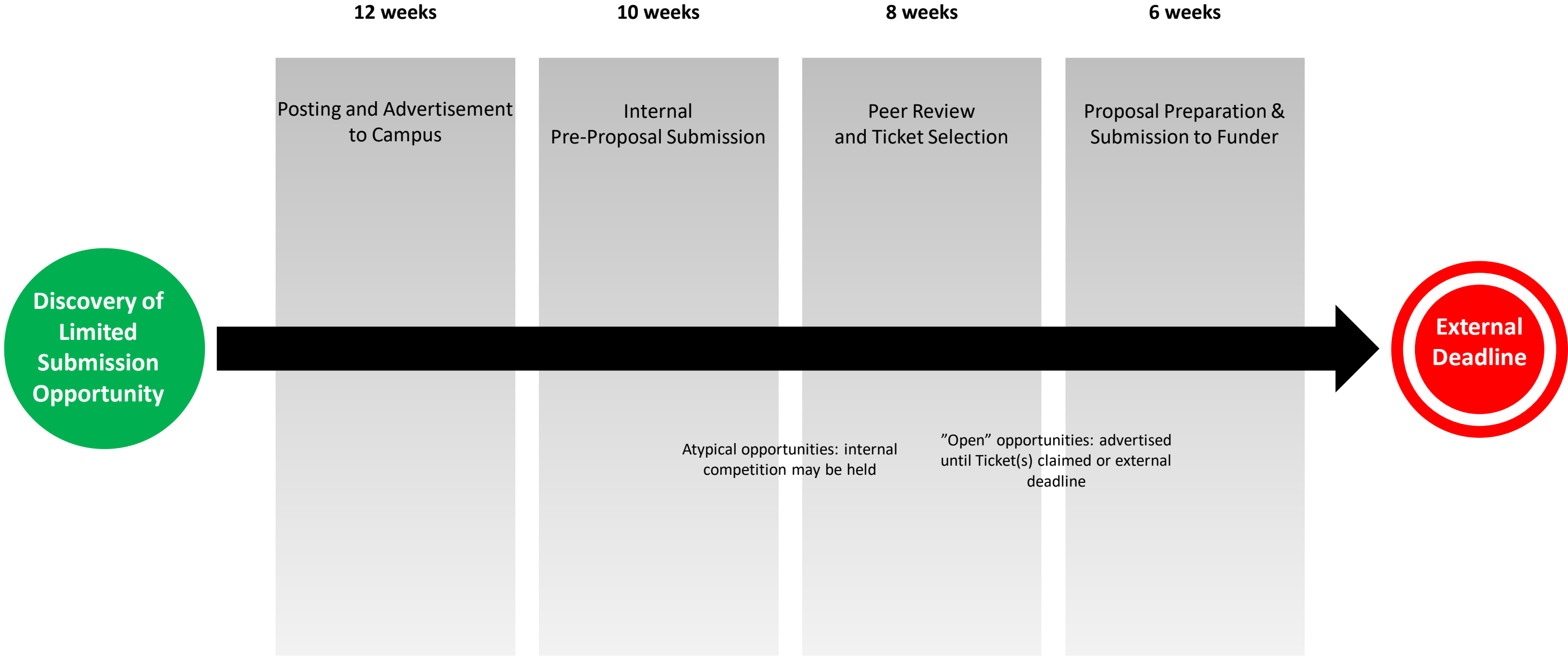
Types of UArizona Limited Submissions

- “Upcoming”
 - RDS is currently running an internal competition
- “Open”
 - The first request for the institutional “Ticket” that RDS receives from an eligible PI will be accepted until all openings are filled. (*i.e. First Come First Serve*)
- “Institutionally Coordinated”
 - Eligibility or application criteria must be managed for the institution at-large but not necessarily by an internal competition
- “Honors & Awards”
 - Coordinated with Marie Teemant depending on the eligibility and submission requirements

Other RDS Limited Submissions Vocabulary

- “The Ticket” – an institutional selection
- “Anticipated” – a new solicitation is expected but has not yet been formally announced by the sponsor
- “Internal Due Date” – the date for a UA internal competition
- “External Due Date” – the sponsoring agency due date
- “Pre-proposal” – a proposal to a UA internal competition
- “InfoReady Review” – the cloud-based submission platform
- “UA Competition Space” – the UA branded name of InfoReady Review

Preferred Timeline



...the opportunity stays "Open" until all Tickets are claimed, or the sponsor deadline passes

Identification of LS Funding Opportunities

- Repeating opportunities such as NEH Summer Stipends, NSF MRI
- Pivot: <https://pivot.proquest.com/>
- Funding agency newsletters
- Other university newsletters
- Colleagues managing LS at other universities
- UA Foundation
- Faculty, ADRs, **Research Admins, other UA staff**, RD Associates
- Some competitions are held as “Anticipated” if there is a history of regular repetition


Search Funding Results

Your Search: (recency:(7) AND limited_submission:(TRUE) AND applicant_type:(academic))
 filtered by: (activity_location:(United States OR Unrestricted))

[Advanced Search](#) | [Save Search](#) | [Refine Search](#)

Set by your institution
Activity Location

United States OR Unrestri...

Recently added

Last 7 days 3
 Last 14 days 3
 Last 30 days 3

Submission type

Limited Submission 3

Deadline Certainty

Confirmed 3

Funding types

Research: Project Grants & In... 2
 Institutional, Program or Curri... 1

Funder types

US Federal Government 3

Applicant types

Academic Institution 3
 Commercial or Private Sector 2
 Government or Public Sector 2
 Non-profit 2

Top keywords

Equal Educational Opportunity 1
 Higher Education 1
 Minority Education 1
 Death or Mortality 1
 COVID-19 1

[Calendar View](#)
 3 Results

Sort by

Relevance

Deadline

Amount

<input type="checkbox"/>	<input type="checkbox"/> LIMITED Developing Hispanic-Serving Institutions Program	06 Jun 2022	\$600,000 USD
	Office of Postsecondary Education (OPE) United States Department of Education (ED)	Application Confirmed	
<input type="checkbox"/>	<input type="checkbox"/> LIMITED Notice of Special Interest (NOSI): Administrative Supplements for Research on Women's Health in the IDeA States	17 Oct 2022	see record
	National Institutes of Health (NIH) United States Department of Health and Human Services (HHS)	Application Confirmed	
<input type="checkbox"/>	<input type="checkbox"/> LIMITED Emergency Award: Rapid Acceleration of Diagnostics Tribal Data Repository (RADx TDR) (U24 Clinical Trial Not Allowed)	01 May 2022	\$2,000,000 USD
	National Institutes of Health (NIH) United States Department of Health and Human Services (HHS)	Letter of Intent Confirmed	

Pivot Identification

https://pivot.proquest.com/funding_main



Funding

Profiles

Conferences

Awarded Grants



Funding Search Results

Funding Opp Detail

Grants to Organizations

Limited Submission Opp ID: 5694d745-4a5b-41bb-8f11-d1d75de8f0f3 | Artistic Pursuit, Conferences, Events or Seminars, Institutional, Program or Curriculum Development, Publishing or Dissemination | Last edited on 27 Jan 2021

Full Details

Website http://www.grahamfoundation.org/grant_programs/?mode=organization

Funder [Graham Foundation for Advanced Studies in the Fine Arts](#)

Limited submission

An organization or academic department/unit may only apply for one grant per year. (In the case of large institutions with multiple departments, a subsidiary department/unit may apply for one grant per year. For example, an academic department/unit at a university may apply for one grant per year.)

Amount **Upper \$30,000 USD**
Grants are worth up to \$30,000 for a maximum period of two years.

Applicant Type Academic Institution
Non-profit

Pivot Identification



Advertising to Campus

Sign up here:

<https://research.arizona.edu/development/newsletter>

LIMITED SUBMISSIONS

Funding opportunities with an organizational or institutional limit on submissions

NEW THIS WEEK

Internal deadline: APRIL 27, 2022

New! 2022 Public Interest Technology University Network Challenge – Year 4

UArizona may submit three new projects. The Network Challenge is a grant program designed to seed and support initiatives that promote public interest in technology at the university level. The PIT University Network Challenge seeks to encourage new ideas, foster collaborations, and incentivize resource and information sharing among Network members. PIT-UN launched the Network Challenge in 2019.

Solicitation // Limit: 3 // Tickets Available: 3

APPLY

External deadline: MAY 31, 2022

New! RFA-OD-22-011: Emergency Award: Rapid Acceleration of Diagnostics Tribal Data Repository (RADx TDR) (U24 Clinical Trial Not Allowed)

This emergency cooperative agreement FOA provides an expedited funding mechanism as part of the Rapid Acceleration of Diagnostics (RADx®) initiative to accelerate innovation in the development, commercialization, and implementation of technologies for COVID-19 testing. This FOA seeks to fund a single RADx Tribal Data Repository (RADx TDR). The RADx TDR is intended to be an independent research data repository governed under the principles and practices of tribal sovereignty. The RADx TDR will provide responsible data sharing and access to researchers and their collaborators who are generating or interested in working with RADx American Indian and Alaska Native (AI/AN) research data.

Solicitation // Tickets Available: 1 // **Apply**

Internal Competitions

- “UA Competition Space”
- Sometimes referred to as InfoReady or InfoReady Review
- <https://arizona.infoready4.com/>
- Our Goal: Minimize the burden on faculty while still getting an adequate snapshot of a potential proposal.
- Also used by the Provost and RII for internal funding programs

The screenshot shows the 'UA Competition Space' website. At the top left is the University of Arizona logo. The top right shows a user greeting: 'Hello, Research Dev...' with links for 'Sign Out' and 'Help'. A dark red navigation bar contains the following menu items: INTERNAL OPPORTUNITIES (with a dropdown arrow), CREATE, MANAGE, REVIEWS, APPLICATIONS, CALENDAR, MESSAGES, REPORTS, and ADMINISTRATION.

The main content area is titled 'The University of Arizona Internal Opportunities'. Below the title is a welcome message: 'Welcome Research Development. You have no new activity coming up.' A light blue button with a close icon says 'Click here to learn about the latest features and system enhancements'.

There is an image of a blue banner with the UA logo. To its right, text explains: 'UA Competition Space is an online platform that streamlines the process for applying for opportunities across The University of Arizona including The Provost's Office; Research Innovation & Impact; and campus *Limited Submissions* (opportunities where the sponsor - either federal or foundation - limits the number of submissions an institution can submit). Select the competition that you are interested in, then login using your UA NetID to start the application process.'

Below this text is a note: 'If you experience any issues accessing competition information due to disability-related reasons, please contact the program administrator or ResDev@email.arizona.edu.'

At the bottom of the main content area is a search bar labeled 'Search:'.

Below the search bar is a table with the following data:

Title	Due Date	Organizer	Category	Award Cycle
		All	All	All
2020 CUES Distinguished Fellowships	04/13/2020	Provost	Faculty Honors and Awards	AY 2020-2021
2020 Creative Arts Exchange	02/26/2020	Research, Innovation and Impact	Limited Submission	2020

On the right side of the page, there is a sidebar titled 'The University of Arizona'. It contains two sections: 'RII & Limited Submission Questions:' and 'Provost Questions:'. The 'RII & Limited Submission Questions:' section includes the email ResDev@email.arizona.edu and a list of contacts: Connie Gardner, Program Coordinator, Senior; and Dan Moseke, Program Manager. The 'Provost Questions:' section includes the email provost@email.arizona.edu. At the bottom of the sidebar, there is a note: 'This application runs on IE 9+, Chrome, Firefox 3+, and Safari. Refresh your browser and/or clear your cache if you experience any difficulty.'

Internal Faculty Peer Review

- We look for faculty with relevant expertise but no COI
- RDS Associates contribute suggestions for peer reviewers
- When faculty have submitted previously, we ask them to review the next funding round
- Database of review volunteers – campus asked to join each semester
- Faculty who receive internal RII Funding
- Goal: 2-3 reviewers for each program
- All review is done online via UA Competition Space
- Ultimate result – “The Ticket.”


Internal Review Process in InfoReady Review


What the Routing Step will look like to reviewer:


* Indicates required ?

* **What are the strengths and weaknesses of the proposal considering the significance, approach, and fit to the goals of the sponsor?** [Edit Label](#)

* Please use the rating scale as a summary of the strength of the proposal, where 1 is lowest and 9 is the highest. [Edit Instructions](#)



B *I* U ~~S~~ _{x₂} ^{x²} | *I_x* 

Styles Format 

Words: 0, Characters: 0

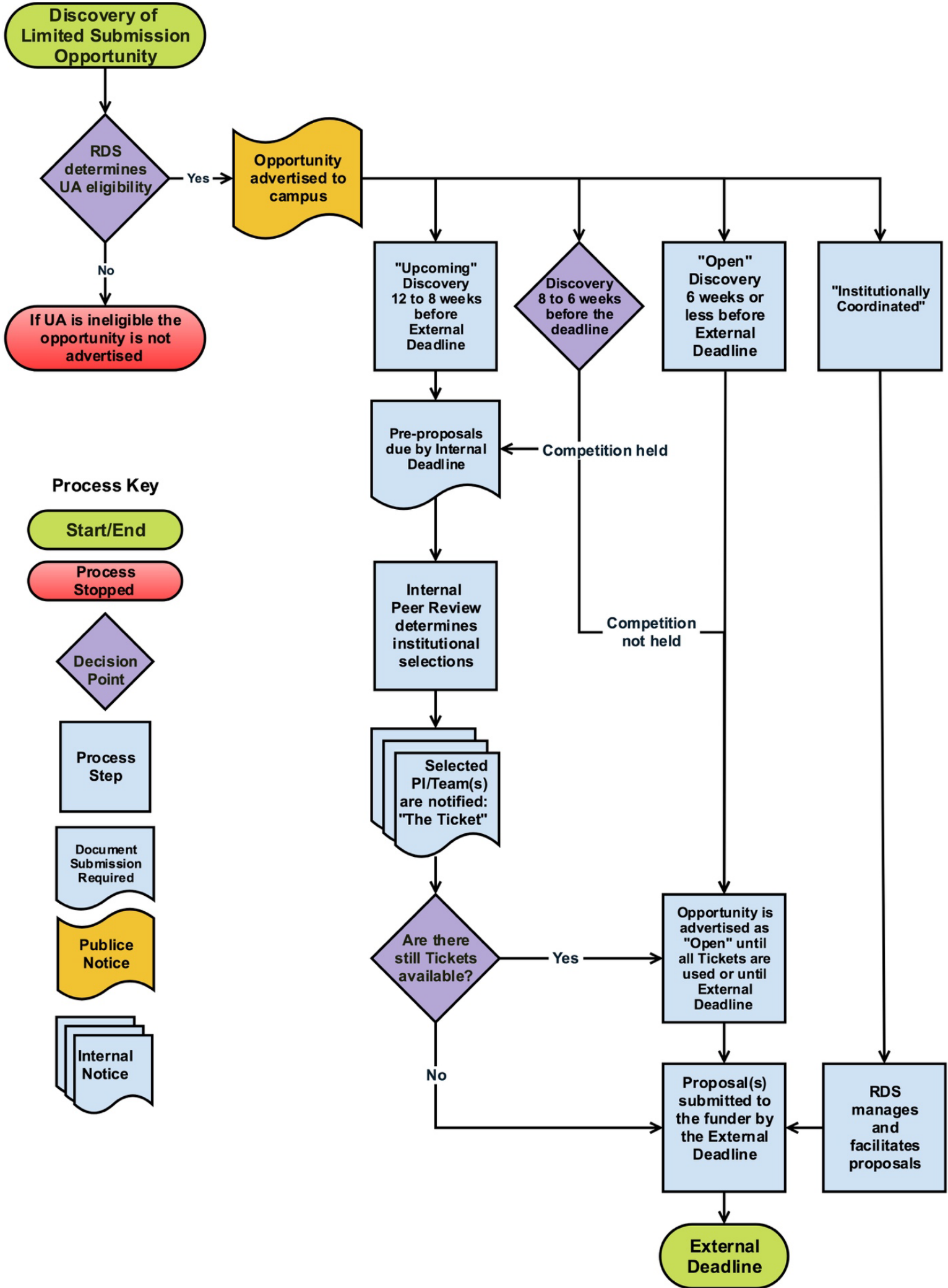
Your Rating

1 2 3 4 5 6 7 8 9

After The Ticket(s) Are Selected...

- RDS updates the [Limited Submission Table](#) with the name(s) and notifies the selected PI/Team (the “Ticket”) as well as notifies any declined pre-proposals
- Internal peer review comments are sent to the PI only for accepts and declines both
- The Ticket notifies SPS, the PI’s Department Head, college ADR, RDS Associate and PI’s business office and/or Research Admin if known. UAF will be copied on foundation notifications. Tickets will come from limitedsubmissions@email.arizona.edu
- The assigned RDS Associate will contact the PI/Team to offer proposal assistance
- SPS refers to the [Limited Submissions Table](#) when the proposal is routed to confirm that only authorized submissions are put forward to the sponsor
- RDS archives the internal competition and keeps track of who submitted, who was selected, who was declined, and who served as internal reviewers
- RDS duplicates and tracks each opportunity and plans for resubmissions, repeating cycles and other LS related concerns.

LS Process Flowchart



Limited Language Examples from Sponsors

- **NEA:**

- ... may submit only one...

An organization may submit only one application under these FY 2022 Grants for Arts Projects guidelines, with few exceptions as listed below....

- Exceptions will be described. Typically it will be by College or by “Independent Component” such as the Poetry Center, the Arizona State Museum, The Center for Creative Photography, etc.

- **NEH:**

- (*deep breath*)...Faculty nomination: Faculty members with tenured or tenure-track positions who teach full-time at institutions of higher education must be nominated by their institutions to apply for a Summer Stipend. Each institution of higher education in the United States and its jurisdictions may nominate two faculty members. Any faculty member is eligible for nomination. NEH is not responsible for the nomination procedures established by any institution of higher education. Each institution must designate a single nominating official, usually an academic vice president or dean. NEH expects nominating officials to announce the selection procedures to all prospective applicants and to conduct fair and open competitions to select their institutions' nominees.

- **NSF:**

- Limit on Number of Proposals per Organization: 1

An organization may only submit 1 proposal as the lead. There is no limit on the number of proposals on which an organization can be included as a subawardee.

Limited Language NIH Solicitation Example

Part 1. Overview Information

Participating Organization(s)	National Institutes of Health (NIH)
Components of Participating Organizations	National Institute of Biomedical Imaging and Bioengineering (NIBIB) <i>Eunice Kennedy Shriver</i> National Institute of Child Health and Human Development (NICHD)
Funding Opportunity Title	Team-Based Design in Biomedical Engineering Education (R25 Clinical Trial Not Allowed)
Activity Code	R25 Education Projects
Announcement Type	Reissue of PAR-19-215
Related Notices	March 24, 2022 - Notice of NICHD Participation in PAR-22-000. See Notice NOT-HD-22-012 . July 22, 2019 - Requirement for ORCID iDs for Individuals Supported by Research Training, Fellowship, Research Education, and Career Development Awards Beginning in FY 2020. See Notice NOT-OD-19-109
Funding Opportunity Announcement (FOA) Number	PAR-22-000
Companion Funding Opportunity	None
Number of Applications	Only one application per institution is allowed, as defined in Section III. 3. Additional Information on Eligibility .
Assistance Listing Number(s)	93.286, 93.865



Limited Language NSF Solicitation Example

Eligibility Information

Who May Submit Proposals:

Proposals may only be submitted by the following:

- Institutions of Higher Education (IHEs) - Two- and four-year IHEs (including community colleges) accredited in, and having a campus located in the US, acting on behalf of their faculty members. Special Instructions for International Branch Campuses of US IHEs: If the proposal includes funding to be provided to an international branch campus of a US institution of higher education (including through use of subawards and consultant arrangements), the proposer must explain the benefit(s) to the project of performance at the international branch campus, and justify why the project activities cannot be performed at the US campus.

Who May Serve as PI:

The PI must be on the faculty of the submitting institution.

Limit on Number of Proposals per Organization: 2

An eligible organization may participate in only two (2) proposals per NRT competition as lead or collaborative non-lead. All Track 1 and/or Track 2 NRT proposals will be counted toward this total limit of two proposals per organization.

Participation includes serving as a lead organization or non-lead organization on any proposal.

Organizations participating only as evaluators on projects are excluded from this limitation. Proposals that exceed the organizational eligibility limit will be returned without review regardless of whether the organization on such a proposal serves as lead or non-lead collaborative organization. Only US IHEs are eligible to submit as a lead or non-lead organization. Potential PIs are advised to contact their institutional office of research regarding processes used to select proposals for submission.

Limit on Number of Proposals per PI or Co-PI: 1

An individual may serve as Principal Investigator (PI) or co-PI on only one (1) proposal submitted to the NRT program per annual competition. Proposals that exceed the PI/co-PI eligibility limit (beyond the first submission based on timestamp), will be returned without review regardless of the individual's role (PI or co-PI) in the returned proposal.



Examples of Common LS Opportunities

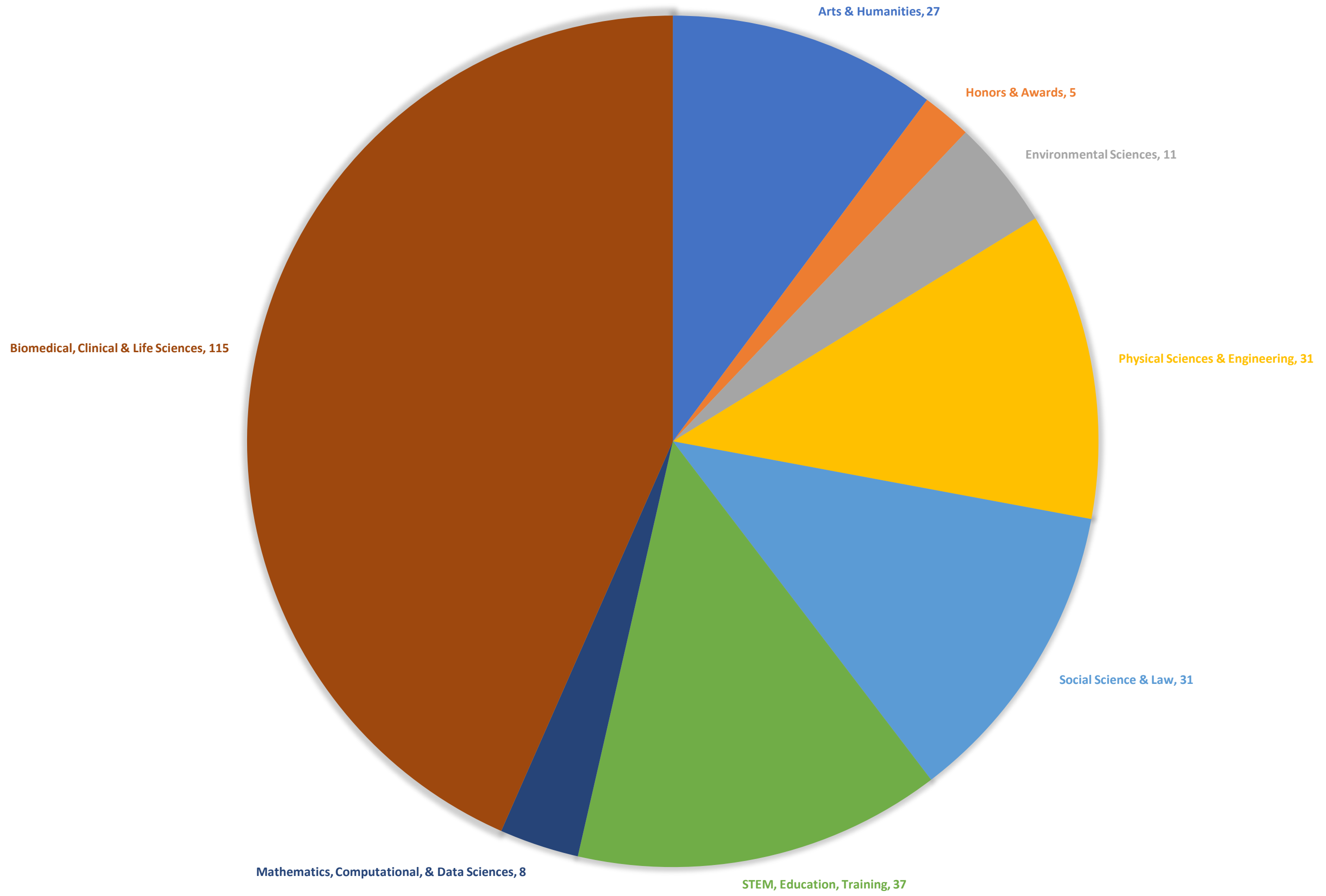
- NSF: MRI, NRT, IGE, STC, S-STEM
- NIH: ONES, C06, other center funding, SIG/HEI are institutionally coordinated
- The Packard Fellowships in Science and Engineering
- Mellon Foundation opportunities
- Pew Biomedical Scholars
- Moore, Sloan, Searle, Greenwall, Women in STEM2D, Mallinckrodt...
- W.M. Keck Foundation concept papers
- Andrew Carnegie Fellows Program
- NEH Summer Stipends
- DOE Energy Frontier Research Centers
- NIFA...*Check back with RDS!* 😊
- HRSA...*Check back with RDS!* 😊

Asana behind the scenes...tracking Limited Submissions

The screenshot displays the Asana interface for a project titled "Limited Submissions Workflow". The left sidebar shows navigation options like Home, My Tasks, and Favorites. The main area features a table of tasks with columns for Task name, Due date, Solicitation ID, Status, Institutional ID, and Assignee. Tasks are grouped into sections: "Under Review or Special Status", "Tickets", "Upcoming (listed by internal deadline)", and "Open (listed by external deadline)".

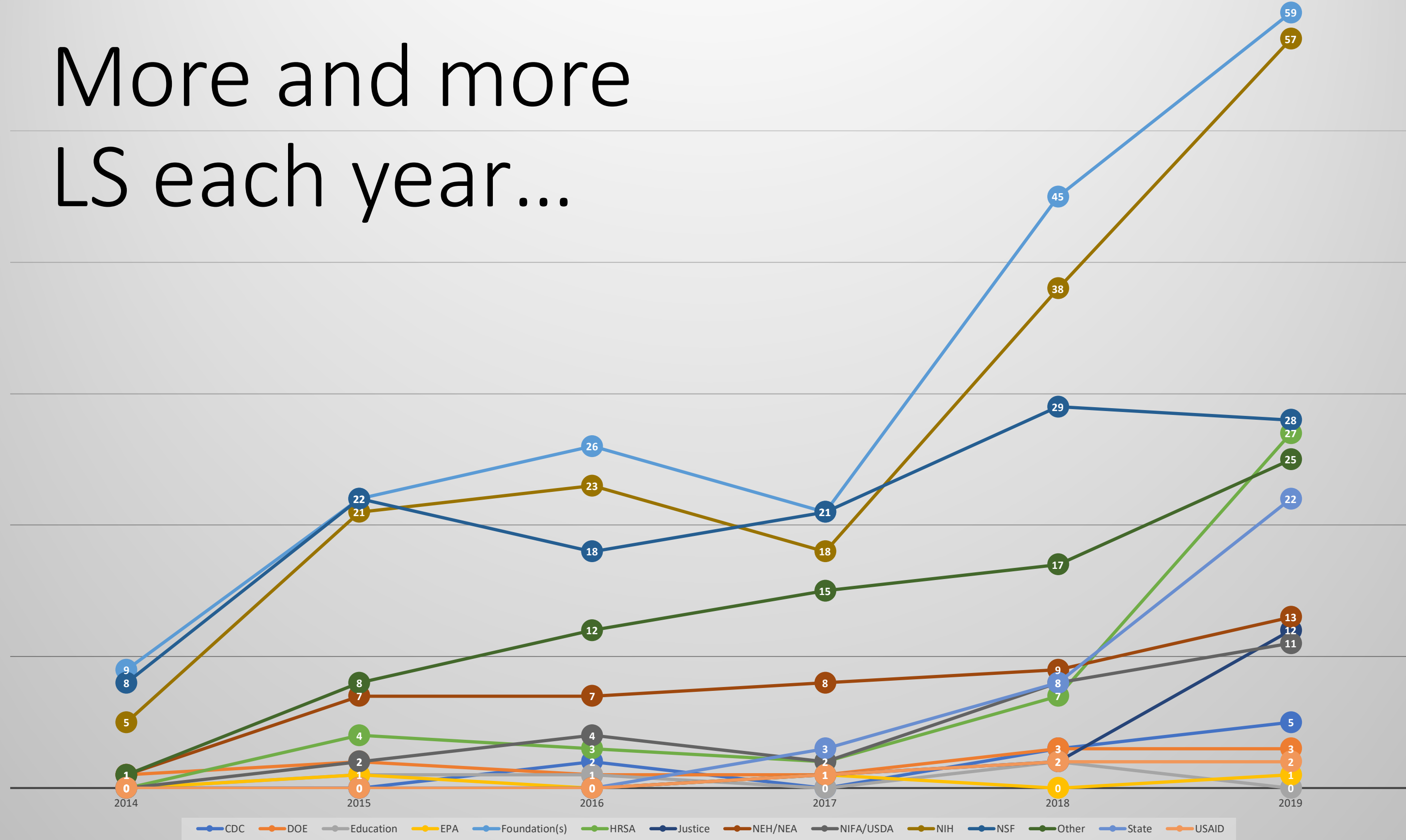
Task name	Due date	Solicitation ...	Status	Institutional...	Assignee
Under Review or Special Status					
2022 Urban Integrated Field Labs (IFL)	Mar 25 – Jun 16	DE-FOA-0002581	Under Review	1	Dan Mos
2023 Pew Biomedical Scholars	Jan 24 – Jun 30	NONE	Under Review	1	Dan Mos
2022 USDA (RISE) Rural Innovation Stronger Economy Grant P	Jan 19 – Apr 19	RD-RBS-22-01-...	HOLD - See comments ...	1	Dan Mos
2022 NEH Challenge Grants	Feb 1 – May 17	20220517-CHA	Special Status - See co...	1	Dan Mos
2022 Boots to Business Follow On Training 2022-002	Mar 18 – Apr 11	SB-OVB2-22-002	Institutionally Coordina...	1	Dan Mos
2022 Research Visioning for Computer and Information Sc	Feb 15 – May 10	NSF 22-567	Institutionally Coordina...	1	Dan Mos
Tickets					
2022 NIH (SEPA) Science Education Partnership Award (SEPA)	Apr 1 – Jul 13	PAR-20-153	HOLD - See comments ...	1	Dan Mos
Upcoming (listed by internal deadline)					
2022 Mellon Foundation Higher Learning Program: 2022 Call	Mar 28 – May 16		Upcoming	3	Dan Mos
2022 Research Experience in Genomic Research for Data Sci	Mar 1 – May 25	PAR-21-075	Upcoming	1	Dan Mos
2022 Team-Based Design in Biomedical Engineering Educatio	Mar 10 – May 30	PAR-22-000	Upcoming	1	Dan Mos
2022 William T. Grant Scholars	Dec 6, 2021 – Jul 8, 2022		Upcoming	1	Dan Mos
2022 American Rescue Plan Technical Assistance Investment	Mar 11 – Jun 1	USDA-NIFA-OP-...	Upcoming	1	Dan Mos
2022 NSF (NRT) Research Traineeship Program	Mar 1 – Sep 6	NSF 21-536	Upcoming	2	Dan Mos
2022 Immune Drivers of Autoimmune Disease (IDAD) (U01 CI	Mar 28 – Jul 1	RFA-AI-22-012	Upcoming	1	Dan Mos
2022 (ESTEEMED) Enhancing Science, Technology, Engi	Mar 1 – Jun 24	PAR-20-223	Upcoming	1	Dan Mos
2022 Public Interest Technology University Network Challeng	Apr 4 – Jul 15		Upcoming	3	Dan Mos
W.M. Keck Foundation Research Program concept paper Spri	Mar 1 – Jul 1		Upcoming	8	Dan Mos
2023 The Josiah Macy Jr. Foundation Faculty Scholars	Jan 3 – Aug 1		Upcoming	3	Dan Mos
Open (listed by external deadline)					
2022 Health Workforce Research Center Cooperative Agreeeme	Feb 2 – Apr 14	HRSA-22-054	Institutionally Coordina...	1	Dan Mos
2022 Emergency Awards: Biocontainment Facility Improvemen	Mar 11 – Apr 19	RFA-AI-22-019	Special Status - See co...	1	Dan Mos
2022 Catalyst for Infant Health Equity	Mar 16 – Apr 19	HRSA-22-066	Open	1	Dan Mos
2022 Artificial Intelligence Research for High Energy Physics	Mar 28 – Apr 22	DE-FOA-0002705	Open	4	Dan Mos
2022 Luce Fund in American Art: Exhibition Competition	Jan 10 – Apr 30		Open	1	Dan Mos
2022 Modernizing Environmental Public Health Tracking to Ad	Mar 11 – May 1	CDC-RFA-EH22...	Open	1	Dan Mos
2022 Sloan Foundation: Call for Letters of Inquiry: Creatir	Feb 1 – May 1		Open	1	Dan Mos

2019 LIMITED SUBMISSION RESEARCH CATEGORIES



Limited Submissions Sponsors by Year

More and more
LS each year...



Questions?

Dan Moseke

Manager, Research Development Operations

dmoseke@email.arizona.edu

Award Account Setup Turnaround and Tracking

Sponsored Projects Postaward – Award/Account Intake and Setup

UArizona Research Administrator Forum 4/13/22

Marcel Villalobos, Assistant Director Postaward

Agenda

- Agreement types and how that affects intake and review
- UAccess Research and UAccess Financials award/account establishment and notifications
- Timelines and tracking
- Common holdups- how we can partner to improve turnaround

Gift

- **Gifts** are a voluntary transfer of items of value from a person or organization where no material amount of goods or services are expected.
- A gift will generally be motivated by charitable intent and is irrevocable.
- Financially managed by postaward, but not routed or otherwise treated like sponsored accounts (5xxxxxx account range)

Sponsored Project

- **Sponsored Agreements/Projects** are agreements for funds received from federal, state or other governmental agencies, or private organization provided on a contractual or grant basis. The funds must be used for a specific purpose.
- Common indicators
 - Reports, return of funds, property terms, F&A, IP and publication, audit, period of performance
- Proposal is routed and project is managed in UAR/UAF as a SPS account (3xxxxxx or 4xxxxxx range)

Grant

- **Grant (Unilateral):** A grant or sub-grant is an award of financial assistance for research, instruction, or other sponsored activity.
- Awarded on competitive basis to recipients responding to a sponsor's program announcement. A grant award instrument is used when the principal objective is to accomplish a public purpose.
 - Ex. Research Grants from federal agencies such as the NSF, NIH, or NASA
- Generally does not require contracting acceptance.
- Acceptance and subsequent project changes are managed by SPS postaward and department.

Contract

- **Contract (Bilateral):** A contract is an award for a prescribed or defined project with a designated period for a specific amount with defined deliverables.
 - Ex. NASA or DOD contract for deliverables. Industry contracts for services or deliverables.
- Negotiated and accepted via RII Office of Research Contracts or UAHS Contracts Office.
 - Then sent to postaward for award/account establishment.
- Substantial changes generally require contracting involvement.

Award Intake – Grant (Unilateral)

- Electronically delivered to SPS front desk at sponsor@arizona.edu via email from sponsor, or forwarded from PI/dept.
- SPS front desk will log in UAccess Research with a Negotiation Tracking Number (NLID) that is emailed to PI and Department along with copy of award.
- Package sent to SPS Postaward for award/account setup. **Track it with the Award Setup Status dashboard.**
- Confirmation emails sent to PI/dept upon award/account setup.

Award Intake – Contract (Bilateral)

- First negotiated with either RII Office of Research Contracts or UAHS Contracting.
- After contract is fully executed, package sent to SPS Postaward for award/account setup.
- Contracting updates
 - RII contracting –SPS contract status dashboard
 - UAHS contracting –UAHS contract status report
- Postaward updates
 - After postaward receives the fully executed package **track it with the Award Setup Status dashboard.**

Postaward Teams

Marcel Villalobos – Assistant, Director Postaward

Tara Gonzales – Senior Manager, Financial Compliance Team

Audit, effort reporting, cost share, property management, subaward payments, invoicing/reporting/account monitoring

Team 1 Manager – Ashley Taylor

College of Architecture, Planning & Landscape Architecture; James E. Rogers College of Law; College of Optical Sciences; Honors College; Outreach College; College of Agriculture and Life Sciences; College of Engineering; Research, Innovation and Impact; UA South

*Cash Management duties for all Sponsored Projects Accounts

Team 2 Manager – Yohana Orduno

College of Science; College of Fine Arts; College of Humanities; College of Social and Behavioral Sciences; Eller College of Management; College of Education; Graduate College; Libraries

Team 3 Manager – Carmen Raffensparger

College of Medicine - Tucson; College of Medicine - Phoenix; College of Nursing; College of Pharmacy; Mel & Enid Zuckerman College of Public Health

Department Directory:

<https://rgw.arizona.edu/directory/sponsored-projects-contracting-services>

Postaward Responsibilities



Create financial award/account in UAccess Research & Financials



Review of award terms and conditions



Preparation of invoices and financial reports



Aged accounts receivable



Cash management



Account closeout and interaction with sponsoring agencies and university personnel



Financial Compliance – audit, effort reporting, cost sharing, property management, subaward monitoring

Bookmarks x

- Mod 01S2R
- Mod 01S2
- NCE to 3/31/2020
- Backstop to 6/30/19
- Mod 01S1
 - Policy Guide
 - Restrictions
 - Unallowable costs
 - Milestones
- Mod 01R
 - T&C's
 - Restrictions
 - Multiple PI's/Key Pers.
- Lead Unit Change
 - IP
- Mod 1R
 - Budget
 - IP
- Admin
- New
 - Restriction
 - Policy Guide
 - Prior Approval
 - MPI + Key Personnel
 - Food/Meals
 - Budget Justif



3

PI Name Kraft, Monica Unit 6815 Negotiator: BC Negotiation ID **63539**
 Funding Proposal (IP) Prop Dev Doc

NEW ACCOUNT SET-UP/MODIFICATION CHECKLIST

Parent Account: 3027130 Spon Awd ID: 1OT2OD026549-01 REVISED Version 21

SPS Comments: Mod 01 REVISED: NCE to 03/31/22 (Obl)

Master agreement, PSA, NASA or other restrictions, governing law, risk mgmt.

COI: 3/22/21 BC Other: _____

AZ Choice _____, Confidential, e-Verify FAR 52.222-24, COVID-19, Redact _____

Fund Accountant Initials/Date CR 3/24/21 Anticipated Dates 04/01/18 - 03/31/23

Account Reference Sheet CR Anticipated Amount \$0.00 / \$39,999,175.00

UAF Account Set-Up/Modified 17536031-07 Obligation Dates 04/01/18 - 03/31/22

UAR Negotiation Modified /Closed CR Obligated Amount \$0.00 / \$39,999,175.00

Post Award UAR Update -- F&A Rate/Base/Campus 53.5 / MTDC / ON

UAF Proposal ID 177249 CFDA 93.310 Sponsor NIH

UAF Proposal Set-up/Modified 17536309 *****

UAF Award Set-up/Modified 17536310 Revenue Object Code 0300 Source of Funds 109

UAF Customer Set-up (for Non-LOC) -- Budget Load Log N/A

Budget Load Ref/Date -- Billing Log N/A

Billing Information LOC 51 Automatic Payment Log N/A

Carry Forward Approval Financial Report Log Yes

Financial Reports F/90 SF 425 Patent Log N/A

Invention Reports F/90 HHS 568

Cost Sharing Salary Cap

E-Verify Notification F&A Adjustment Log Interest Remittance

Quality Assurance Self-review of All Fields Complete Review Complete Initials/Date _____

Postaward Turnaround Times

- Start to finish – a Contract (Bilateral) will take longer than a Grant (Unilateral) because of the contracting process.
- From the time postaward receives either a contract or grant, turnaround time is 1-3 weeks for award/account setup in UAR/UAF.
- **Current turnaround time is posted at:**
<https://research.arizona.edu/administration/project-initiation-and-setup>
 - (Also cross referenced from Award Setup Status Dashboard)

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How do I
track
account
setup?

●

- Contract negotiation
 - SPS Contracting – Contract Status dashboard in Analytics - Research – Negotiation Log
 - UAHS Contracting - <https://research.uahs.arizona.edu/facilitites-and-resources>
- Unilateral agreements and contracts after they are fully executed and delivered to postaward
 - Award Setup Status dashboard in Analytics - Research – Negotiation Log
- Demonstration

Access to dashboards

- UAccess Provisioning Tool -
“UAccess Analytics” as the System
and “Research” as the Subject Area
- UAHS Contract Status Dashboard -
netid

Partnering to improve turnaround

- Status inquiries
 - Please bookmark and check the RII/SPS Negotiation dashboards and for UAHS contracts – UAHS contract status report.
- Email inquires
 - **Please** provide UA account number/NLID/proposal number

Partnering to improve turnaround

- Award-account triage
 - First in first out
 - Only COVID-19 projects or those with truly time sensitive payment issues will be expedited
 - Backstop requests should be sent in advance of award receipt, they will not be processed if the applicable award is in queue.
 - Account setup delay outside of a COI hold should not affect project commencement – you have a choice to use unrestricted funds and cost transfer expenses.

Partnering to improve turnaround

- Conflict of Interest hold:
 - Federal and subfederal awards must be verified for conflict of interest requirements by checking the listed PI/Co-PI/Key Personnel/COI Disclosers against the **eDisclosure Project-Based Investigator Status dashboard**.
 - All listed individuals on the proposal/award must have a clear determination status, which is color coded as green, before the award-account can be fully processed.
 - If award is on hold – PI/dept will get an email connecting them with OROI office.

Partnering to improve turnaround

- Proposals
 - Missing proposal for new award or modification.
 - Proposal routed for an administrative change, without coordinating contract/postaward involvement to modify existing contract/grant.

Key takeaways

- Track your award-account status in the Award Setup Status *after* it is received by postaward. You will have a negotiation ID assigned and emailed to you during either the contracting process, or unilateral award receipt.
- Setup turnaround time link on the dashboard – or via <https://research.arizona.edu/administration/project-initiation-and-setup>
- Send backstops prior to award receipt – will not change queue if award is received
- Common holds – COI and proposal review

UAccess Research Updates and Searches

Known Issues

- Unable to enter notes on proposals once submitted to routing. **Working on fix.**
- Unable to add “Viewers” to Access tab after proposal submitted to routing. **Working on fix.**
- Retired Emeritus faculty not pulling into UAR unless also have DCC status. **It’s not a bug, it’s a feature! DCC required!**
- Legal name vs. Preferred Name in searches return different results. **LegalFirst*LegalLast|PreferredFirst*PreferredLast**
- Proposals not routing sometimes double counting proposals. **Fixed. Let us know if you experience this again.**
- Notifications to Initiator do not say “Returned for Edit”, they say “APPROVE Required”. **Looking into potential fixes. See FAQ.**

Sample Proposal Finalization Notification Email

From: sponsor=email.arizona.edu@mx3.kuali.co <sponsor=email.arizona.edu@mx3.kuali.co> On Behalf Of sponsor@email.arizona.edu

Sent: Tuesday, March 8, 2022 11:43 AM

To:

Subject: Finalized: Proposal: ; Sponsor: ; PI:

Proposal has been finalized in UAccess Research (UAR).

- Any Documents attached for SPS Preaward signature in proposal will be signed and uploaded shortly in the IP Attachments tab.
- If your proposal required Office of Research Contracts (ORC) attention, please contact them at contracting@email.arizona.edu for more information.
- If you learn this proposal will not be funded, please email Sponsored Projects Services (SPS) at sponsor@email.arizona.edu.

Thank you and best of luck in obtaining funding for this project!

The Preaward Services Team

Institutional Proposal:

Proposal Number:

Deadline:

PI:

Lead Unit:

Title:

Sponsor:

Prime Sponsor:

Project Period:

Kuali Research Document Number:

Hyperlinked Proposal Numbers and
Institutional Proposal (IP) Numbers

This link does not update when/as the Institutional Proposal (IP) does. You may need to search by IP number to find the correct/most recent version.

Common Tasks Searches

- All My Awards defaults to placing user's **name** in the **Investigator** field.
- If individual has legal and preferred name which differ, can find all applicable by searching **LegalFirst*LegalLast|PreferredFirst*PreferredLast**
- All My Proposals defaults to placing user's **NetID** in the **Participant** field. Remove and place in **Principal Investigator** or **Proposal Person** field to get results.

Search Records Searches

- As you cannot use the | (vertical spacer) in the Search Records feature, there is a work-around.
- **Identify the Principal Investigator Id** (a unique identifier/number assigned by the UAccess Research system which is not associated with any other systems)
- A **search using the Principal Investigator Id** will return all results for that investigator, regardless of legal or preferred name.
- **Save** the search using the Principal Investigator Id for future use.
- **Note:** Their Principal Investigator Id **is the same as** their Personnel Id. You can therefore use this number in the PI Id field to identify projects in which they are the PI, and in the Personnel Id field to identify all projects in which they are included.

Search Records

1. Find Principal Investigator Id

- Click **Search everywhere** and select **Principal Investigator**
- Enter a portion of the PI you are attempting to search for (e.g., Judith returns items for Judith Becerra, Judith Brown, Judith Su, etc.) and click **Go**
- In Show/Hide Columns, ensure that **Principal Investigator Id** is a selected/shown field
- Find the PI you are interested in and copy their **Principal Investigator Id** (a number assigned by the UAR system; not tied to any other system)

2. Clear All filters

3. Save Principal Investigator Id Search for future use

- Click **Search everywhere** and select **Principal Investigator Id**
- Paste the **Principal Investigator Id** you just searched for and located and click **Go**
- Click Saved Searches and save the search as the PI's name
- This saved search will now return all items for that PI, regardless of whether legal or preferred name is associated with a particular item.
- You may further filter based on any of the other available fields (such as document type) and save specific searches to easily locate all awards, development proposals, or negotiations for that PI in the future.

Click play button  or click video window to view video.

Right click and select **View in Floating Window** to pop out and resize as desired.

Select **Full Screen Multimedia** to view at maximum size.

When in full screen mode, press the **Escape** key to return to the .pdf



Information, Updates and Opportunities

NSF “For Comment” PAPPG

- NSF published a notice today in the [Federal Register](#) announcing the availability of a “For comment” draft of the Proposal & Award Policies & Procedures Guide (PAPPG). NSF is accepting comments from the external community until **cob June 13, 2022**. The draft PAPPG is available on the [Policy Office](#) website.
- To facilitate review, revised text has been **highlighted in yellow** throughout the document and explanatory comments have been included in the margins, where appropriate.
- Any questions should be directed to the Policy Office at policy@nsf.gov.
- Direct Link:
https://www.nsf.gov/bfa/dias/policy/papp/pappg23_1/FedReg/dreft_pappg_april2022.pdf

SRA WE/MW Section Meeting

- Sunday, April 24 – Wednesday, April 27, 2022
- **Phoenix, AZ** at the Hyatt Regency
- Full session or Monday only/Tuesday only registration available; Early bird registration ends **FRIDAY**
- **Information:**
<https://www.srainternational.org/2022westernmidwestmeeting/home>
- **Registration:**
<https://www.srainternational.org/2022westernmidwestmeeting/section-meeting-reg>
- https://netforum.avectra.com/eweb/DynamicPage.aspx?Site=SRA&WebCode=EventDetail&evt_key=1a8faa8c-6d56-41fd-adc8-ebaf96cd8245



NCURA Webinars Available

- **2022** – OMB/NIH/NSF Agency Updates
- **2022** – Guidance on the Preparation of NIH Research Performance Progress Reports (RPPR)
- **2021** – Cost Share: Tackling the Challenges
- **2021** – Developing Compelling Budget Justifications
- **2021** – In-N-Out: Here's What PI Transfers are All About

Find them all at: <https://research.arizona.edu/research-resources/training/administrators> under NCURA WEBINAR RECORDINGS.

Save the Date(s)!

In planning stages...

2022 NCURA Region VI & VII Meeting

- October 30 – November 2, 2022
- **Tucson, AZ** at the JW Marriott Starr Pass Resort
- Additional details coming at future forums as they become available.
- **Information:**
<https://www.ncuraregionvii.org/regional-meeting>



2022 NCURA Region VI & VII Meeting

Travel Awards

1. Must be research administrators from Region VII geographic area (AZ, CO, ID, MT, NM, UT, WY). Need not be members of NCURA in order to apply.
2. Applications and support letters must demonstrate both the potential benefit of the award and the individual/institutional need for travel assistance.
3. Application and/or the support letter(s) must demonstrate that the applicant has secured their manager or supervisor's approval to attend the meeting.
4. Should the cost of attendance exceed the amount of the award, the application and/or the support letter(s) must confirm that the awardee or the awardee's home institution will cover the balance.

Information: <https://www.ncuraregionvii.org/travel-awards>

Application: Not yet available

2023 Tri-University RA Conference

- April 2023
- **VIRTUAL** format
- 2023 Co-Chairs: Lisa Allen, ASU and Shana McClelland, UA
- Calls for Proposals, Presenters, and Volunteers coming May/June 2022
- Additional details coming at future forums as they become available.

Tri-University
Research
Administration
Conference



Future RA Forums

- **May 11, 2022**

https://arizona.sabacloud.com/Saba/Web_spf/NA7P1PRD161/common/registercatalog/virtc0000000000004967

- **June 8, 2022**

https://arizona.sabacloud.com/Saba/Web_spf/NA7P1PRD161/common/registercatalog/virtc0000000000004968

Future Forum Topics?

- Suggest/request future forum topics - Send an email to shana@arizona.edu
- Present a topic!
 - ❖ Share research administration tools (reports, agents, forms, templates, etc.)
 - ❖ Lessons learned
 - ❖ Tips & Tricks
 - ❖ Upcoming Changes
 - ❖ Information gained from conferences/workshops/webinars

QUESTIONS?

CONCERNS?

OPEN SHARE