December 8, 2021
Research Administration Forum

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. (~1 week after)

Agenda

- Guidance for Proposals Due Over Winter Closure (and immediately after!)
- Proposal Routing Timelines for UAccess Research Update
- Demonstration of Proposal Tool for UAccess Research Cut-Over
- Training Resources and Opportunities for UAccess Research Update
- Open Discussion/Q&A

Guidance for Proposals Due Over Winter Closure

(and immediately after!)

Due to the Holidays and University Winter Closure, Sponsored Projects Services (SPS) will close **Thursday, December 23rd, 2021** and will not reopen until **Monday, January 3rd, 2022**.

Sponsor Deadline	At SPS Preaward Services by 8am
December 23rd, 2021 – January 3rd, 2022	Friday, December 17th
January 4th, 2022	Tuesday, December 21st
January 5th, 2022	Wednesday, December 22nd

*If you would like your proposals **due January 4th, 2022 – January 5th, 2022 submitted prior to Winter Closure**, please route them and have them at SPS Preaward Services no later than **Friday, December 17th, 2021 by 8am** and **include the request to submit prior to closure in the Notes.**

Please be advised that the [Three-Day Deadline](#) is in place to ensure Preaward Services has adequate time to review and address any issues that might arise upon review of the proposal. Please note the three day deadline requires <u>three full business days</u> before the sponsor deadline and the proposal must be in its final form.

<u>Tips for successful routing:</u>

- If an Investigator intends to be on travel status while their proposal is routing, please ensure that the VPN and NetID+ are set up and tested/available for use during that travel.
- Investigators can print out a list of NetID+ one-time use codes in advance if they will be unable to receive push notifications or generate codes during their travels.
- If Co-Investigators or other Key Personnel are included in routing, please follow up with them to ensure that routing is not held up while the proposal sits in their action list for approval.
- Please contact SPS Preaward Services (sponsor@email.arizona.edu or 520-626-6000) as early as possible should any issues arise to enable us to discuss possible solutions.

Proposal Routing Timelines for UAccess Research Update

JANUARY / 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1 Winter Closure UA Closed
2 Winter Closure UA Closed	3	4	5	6	7	8
9	10	11	12	13	14 All UARs routed to SPS by COB	15
16	17 MLK Day UA Closed	18	19	20 as of 5pm No UAR Access	21	22
23	24 →	25 8am Kuali goes live	26	27	28	29
30	31	1	2	3	4	5

Date	Action/Requirement
January 14th by 5pm	Proposals in a created/saved state that **have never been submitted to routing** will automatically copy over to the new system and may be updated, completed, and submitted to routing once the system goes live January 25th. **ALL** proposals **that have been submitted to routing** (including any that have been returned for edits) need to be **at the SPS route stop by 5pm** for SPS to review, approve, and finalize prior to the system cut-over. **ANY** proposals submitted to routing that **have not reached SPS route stop by 5pm** will be cancelled and will need to be re-routed once the system goes live January 25th.

Date	Action/Requirement
January 15-26	Campus may use the UAR System Conversion Proposal Submission Tool to route **necessary** proposals.*
January 20th at 5pm	All access to current UAR system ends and the system update begins.
January 21-24	SPS Preaward Services will be submitting electronic submissions that correspond with proposals that were fully routed and approved in UAR by 5pm January 14, 2022. SPS Preaward Services will review and submit proposals received through the UAR System Conversion Proposal Submission Tool with identified limited approvals.*
January 25th at 8am	Updated UAR system goes live.

A limited-time proposal routing and approval tool has been created for use during the UAR system conversion. This tool obtains limited approvals (PI, Lead Unit, College) and provides SPS with the minimum information they need to review, approve, and submit proposals during the system downtime.

- **PI, Lead Unit, and College must approve** before Sponsored Projects will receive and take action.
- **No cost-share will be accepted** unless it is accompanied by appropriate documentation of approvals from the responsible parties.
- After go-live on January 25 and before close-of-business March 4, **Proposal Initiators will be responsible for fully entering any proposals submitted using this tool into the updated UAR system** in accordance with normal practice and requirements and fully routing for ALL approvals.
- **If all approvals are unable to be obtained by close-of-business March 4, the proposal may be withdrawn from consideration.**

Proposal Tool for UAccess Research Cut-Over

for use January 15-26 only!

The next several slides are screenshots of the UAR System Conversion Proposal Submission Tool. Be aware that not all questions display, as some are conditional (annual budget costs, costshare details, human and animal subjects details, foreign collaboration details).

A .pdf guide will be attached with the RA Forum slides on the webpage: https://research.arizona.edu/research-resources/training/administrators.

The link to the actual tool itself will be released to campus via RAMTalk and on the Research website **January 14, 2022**.

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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.

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.

Sponsor Deadline Time

Please enter local (Tucson) time and am/pm designation.

Example: 2:00pm

Sponsor Deadline Type

Select ▼

Proposal Details

Proposal Type *

Select ▼

Activity Type *

Select ▼

PI First and Last Name *

PI Email *

Please enter the PI's UArizona email.

Lead Unit *

Select or enter value ▼

Project Title *

Project Start Date *

📅

Project End Date *

📅

Sponsor *

Please spell out the name of the sponsor. Do not use acronyms.

Prime Sponsor

Spell out the name of the prime sponsor (if any). Do not use acronyms.

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.

Select or enter value ▼

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   ▾]

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 Rate % *

Example: 53.5 or 26.0

[   ] %

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   ▾]

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.

Budget Years *

Select the number of years in the project period.

[Select   ▾]

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.

[Select   ▾]

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.

[Select   ▾]

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   ▾]

Vertebrate animals? *

[Select   ▾]

HSI required/encouraged or minority student goals? *

| Select ▾ |

Foreign collaborations? *

| Select ▾ |

Attachments and Notes

Attachments *
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.)

☐ Send me a copy of my responses

Submit

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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.

Training & Resources for UAccess Research Update

resources and opportunities

Four different training sessions are being offered with multiple timeslots each to ensure the broadest audience participation:

- **Orientation/Overview of Changes** – these sessions will demonstrate new features such as the Dashboard and Search Records, as well as introduce people to the new layout and style.
- **Proposal Development** – these sessions will focus on proposal creation, completion, submission, routing, and next steps. We'll discuss new requirements, and where to locate things that may have shifted.
- **PI/Co-I/Key Personnel** – these sessions will focus on what each role is required to review and approve in UAccess Research proposals, as well as best practices for coordinating changes while proposals are en route.
- **Department/College/Responsible Unit** – these sessions will focus on what responsible units are required to review and approve in UAccess Research as well as best practices for coordinating changes while proposals are en route.

January 2022

MON	TUE	WED	THU	FRI
3	**4**	**5**	**6**	**7**
10 **WEBINAR** UAR Orientation/ Overview of Changes **10:00-11:00am**	**11** **WEBINAR** UAR Proposal Development **10:00-11:00am**	**12** **January RA Forum** Training campus RAs on System (overview/ changes, resources, points of contact, etc.)	**13** **WEBINAR** UAR PI/Co-I/Key Person Review/Approval **10:00-11:00am**	**14** **WEBINAR** UAR Dept/College/Unit Review/Approval **10:00-11:00am**
17 **HOLIDAY!** **Martin Luther King, Jr. Holiday**	**18** **WEBINAR** UAR Orientation/ Overview of Changes **2:00-3:00pm**	**19** **WEBINAR** UAR Proposal Development **2:00-3:00pm**	**20** **WEBINAR** UAR Dept/College/Unit Review/Approval **2:00-3:00pm**	**21** **WEBINAR** UAR PI/Co-I/Key Person Review/Approval **2:00-3:00pm**
24	**25** **GO LIVE!** UAR Orientation/ Overview of Changes **9:00-10:00am** VIRTUAL Office Hours **10:00-11:00am** Zoom	**26** **GO LIVE!** UAR Proposal Development **9:00-10:00am** VIRTUAL Office Hours **10:00-11:00am** Zoom	**27** **GO LIVE!** UAR PI/Co-I/Key Person Review/Approval **9:00-10:00am** VIRTUAL Office Hours **10:00-11:00am** Zoom	**28** **GO LIVE!** UAR Dept/College/Unit Review/Approval **9:00-10:00am** VIRTUAL Office Hours **10:00-11:00am** Zoom
31 **GO LIVE!** UAR Orientation/ Overview of Changes **1:00-2:00pm** VIRTUAL Office Hours **2:00-3:00pm** Zoom				

February 2022

MON	TUE	WED	THU	FRI
	1 GO LIVE! UAR Proposal Development **1:00-2:00pm** VIRTUAL Office Hours **2:00-3:00pm** Zoom	**2** GO LIVE! UAR Orientation/ Overview of Changes **1:00-2:00pm** VIRTUAL Office Hours **2:00-3:00pm** Zoom	**3** GO LIVE! UAR Dept/College/Unit Review/Approval **1:00-2:00pm** VIRTUAL Office Hours **2:00-3:00pm** Zoom	**4** GO LIVE! UAR PI/Co-I/Key Person Review/Approval **1:00-2:00pm** VIRTUAL Office Hours **2:00-3:00pm** Zoom
7 IN-PERSON Office Hours **10:00-11:00am** ECE 228	8	**9 February RA Forum** February RA Forum - UAR Discussion, Review, Q&A **9:00-10:30am** IN-PERSON Office Hours **2:00-3:00pm** ECE 228	10	**11** VIRTUAL Office Hours **2:00-3:00pm** Zoom
14 IN-PERSON Office Hours **10:00-11:00am** ECE 228	**15** VIRTUAL Office Hours **10:00-11:00am** Zoom	**16** IN-PERSON Office Hours **2:00-3:00pm** ECE 228	17	18
21 IN-PERSON Office Hours **10:00-11:00am** ECE 228	22	**23** IN-PERSON Office Hours **2:00-3:00pm** ECE 228	**24** VIRTUAL Office Hours **2:00-3:00pm** Zoom	25
28 IN-PERSON Office Hours **10:00-11:00am** ECE 228				

March 2022

MON	TUE	WED	THU	FRI
	1	2 IN-PERSON Office Hours **2:00-3:00pm** ECE 228	3	4 VIRTUAL Office Hours **10:00-11:00am** Zoom
7 IN-PERSON Office Hours **10:00-11:00am** ECE 228	8 VIRTUAL Office Hours **2:00-3:00pm** Zoom	9 **March RA Forum** March RA Forum - UAR Discussion, Review, Q&A **9:00-10:30am** IN-PERSON Office Hours **2:00-3:00pm** ECE 228	10	11
14 IN-PERSON Office Hours **10:00-11:00am** ECE 228	15	16 IN-PERSON Office Hours **2:00-3:00pm** ECE 228	17 VIRTUAL Office Hours **10:00-11:00am** Zoom	18
21 IN-PERSON Office Hours **10:00-11:00am** ECE 228	22	23 IN-PERSON Office Hours **2:00-3:00pm** ECE 228	24	25 VIRTUAL Office Hours **2:00-3:00pm** Zoom
28 IN-PERSON Office Hours **10:00-11:00am** ECE 228	29 VIRTUAL Office Hours **10:00-11:00am** Zoom	30 IN-PERSON Office Hours **2:00-3:00pm** ECE 228	31	

Go to https://research.arizona.edu/administration/home/kuali-research-upgrade#KRTraining and use the linked dates/times to register for the Zoom training session.

We will also offer office hours, both in person and virtual, from February 7 through March 31. Bring your questions, challenges, real-world examples, etc. to get answers and guidance. Open to all users… Proposal Initiators, Investigators, Responsible Units…

To register, go to https://uarizona.co1.qualtrics.com/jfe/form/SV_5Bai21nVSTNTjq6.

The registration tool has quotas for each session to ensure we can provide the necessary space and attention. Choices only appear for sessions that have not yet met their quota. If all sessions in a given week are full, you will be given the option to join a waitlist.

Announcements/ Information Sharing

Future RA Forums

- **January 12, 2022 -** https://arizona.sabacloud.com/Saba/Web_spf/NA7P1PRD161/common/registercatalog/virtc000000000004963

- **February 9, 2022** https://arizona.sabacloud.com/Saba/Web_spf/NA7P1PRD161/common/registercatalog/virtc000000000004964

- **March 9, 2022** https://arizona.sabacloud.com/Saba/Web_spf/NA7P1PRD161/common/registercatalog/virtc000000000004965

- **April 13, 2022** https://arizona.sabacloud.com/Saba/Web_spf/NA7P1PRD161/common/registercatalog/virtc000000000004966

Future RA Forums

- **May 11, 2022**
  https://arizona.sabacloud.com/Saba/Web_spf/NA7P1PRD161/common/registercatalog/virtc000000000004967

- **June 8, 2022**
  https://arizona.sabacloud.com/Saba/Web_spf/NA7P1PRD161/common/registercatalog/virtc000000000004968

- **Dates and Links for July through August will be published at May 2022 RA Forum**

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

Happy Holidays)!