When to Route a Proposal

Sponsored Projects Services
Uaccess Learning: UA-1044-1
Agenda

- Is it a sponsored project?
- Proposal Types
  - Revision or Continuation?
  - Administrative Changes
- Changes in budget
- Pre-proposals and White Papers
- Questions
Is it a Sponsored Project?

Most grants, contracts, and other agreements from outside sources are "sponsored projects" and are administered through the office of Sponsored Projects Services. A project is considered a "sponsored project" if it meets any one of the following criteria:

- The proposed project binds the University to a specific scope or area of work
- Progress, technical, or final reports or other deliverables are required
- Billing, separate accounting procedures, or report of expenditures are required
- Unexpended funds must be returned to the sponsor at the end of the project
- The project involves disposition of property, whether tangible or intangible, that may result from the project (e.g., equipment, inventions, copyrights, or rights in data)
- The project has a specified performance period or completion date
- The project has budgeted indirect costs
- The contract contains intellectual property terms
Proposal Types

Proposal types taken from NIH

- New
- Resubmission
- Renewal (Competing)
- Continuation (non-­competing, previously routed)
- Revision (continuation/supplement, not yet routed)
- Task Order
- Administrative Change
Proposal Types

- **New**
  - A proposal that has not been submitted to the sponsor previously
    - Proposals that have been submitted to a different sponsor but are being submitted to a different sponsor are considered new.

- **Resubmission**
  - Application that has been previously submitted. NIH only allows one resubmission. Following one resubmission, NIH now allows a New submission following an unsuccessful resubmission.

- **Renewal (competing)**
  - Application requesting additional funding for a period subsequent to that provided by the current award. It competes with all other proposals.
Continuation or Revision?

- Continuation (non-competing, previously routed)
  - This is mainly used in NIH progress reports that are not eligible for RPPR (previously SNAP). Typically this type of proposal is not required to be routed. Call SPS before routing this kind of proposal.

- Revision (continuation/supplement, not yet routed)
  - Funds not originally requested
  - Keywords: Not yet routed
  - REU supplement, diversity supplement, and equipment
Proposal Type

- Task Order
  - Currently not used
- Administrative Change ($0)
  - NO NEW FUNDS
  - Changing PI/Co-I
  - Changing Units
  - Changing Credit
Administrative Change

- Important that the budget version is for zero dollars. An administrative change is for no new money. New money should be routed as a Revision.
- Changes to PIs and Co-Is might require prior approval or a formal modification from the sponsor. Look at the terms and conditions of your award before beginning an Administrative Change.
- Changes in Lead Units and Award Credit/F&A Splits are internal and do not require sponsor approval.
- If an administrative change accompanies new funding, the change can be included in a Revision.
Administrative Change

- Copying document from proposal actions makes administrative changes easy.
- Leave budget and attachments unchecked.
- Change Lead Unit if necessary
Changes in Budget

- Ultimately depends on if there is a change in scope of the project
- 25% change threshold
- If you’re not sure, call our office
Pre-Proposals and White Papers

- Only need to be routed if they contain budgetary information
- Contact our office ahead of time when you have a pre-proposal if it requires submission by us.
Questions?

- If you don’t know if something should be routed or not, call us!
  - 520-626-6000
  - sponsor@email.arizona.edu