**Contract Submission Cover Sheet**

Contract & Research Support Program

Please submit your contract along with this form to SPCS at contracting@email.arizona.edu. Please send the contract in Microsoft Word format, and confirm that all exhibits and attachments described in the agreement are included. For any questions, please call 520-626-7920.

Department/School/College Approver:       Date:

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| **1. PI and Department Information**  Principal Investigator Name:       Email:       Phone:  Administrative Contact Name:       Email:       Phone:  Department:       School/College:  Center/Institute (optional): |
| **2. Sponsor and Agreement Information**  Sponsor Name:  Sponsor Contact Name:       Email:       Phone:  Contract Type:  Sponsor-specified hard deadline (if any): |
| **3. Project Information (for all contracts except CDAs)**  Brief Title:  Description of project (include one or more paragraphs, if not attached to the agreement):    If this is an amendment, workstatement under a master agreement, or subaward, indicate the Award ID of the master/prime agreement: |
| **4. Funding Information (for all funded contracts)**  Funding Structure:  Has a proposal been submitted to SPS:  Yes  No If yes, enter the proposal Document No.:  Estimated Project Budget:  Indirect Rate Included in Budget:  Will this project be done as an FSO-approved recharge/service center activity?  Yes  No (If yes, please attach FSO rate study approval letter) |
| **5. Additional Information for MTAs**  Account number for source of funds for the project in which the material will be used:  Will any materials be used on this project that were received under another agreement?  Yes  No |
| **6. Comments** (include any relevant background information, especially on prior contract discussions with sponsor) |