



Please provide as much of the following information as possible, and **ALL** the information outlined in **RED**.

PRINCIPAL INVESTIGATOR (Last name, first name)		UA PHONE #	E-MAIL ADDRESS
ADMINISTERING DEPT NAME		ADMINISTERING DEPT #	DEADLINE DATE
TITLE OF PROPOSAL		READY-TO-DEVELOP DATE	
PROPOSED START DATE		PROPOSED END DATE	
TYPE OF PROPOSAL: New    Resubmission*    Revision*    Renewal*    *Federal ID:			
SPONSOR (Funding Agency)			
PROGRAM ANNOUNCEMENT WEB ADDRESS			

**PROPOSAL CHECKLIST (PLEASE DO ALL OF THE FOLLOWING BEFORE SUBMITTING THIS PROPOSAL TO PRE-AWARD):**

- Discuss this project with the Associate Dean for Research (ADR)
- Consult all program directors/faculty/staff involved in proposed project
- Discuss proposed project with your Division Chair
- Arrange for proposal review with the Office of Research & Scholarship (triggered by submission of this ITS form)
- Include all proposed CON resources (e.g. LHTI, OSAA, writing/academic coach, faculty salary, space, equipment) in the budget
- Consider including graduate assistants and undergraduate students in your budget
- Review draft budget and resources included in the proposal with the ADR
- Get approval from ADR and Dean for resources/other items not included in the budget
- Review final budget with the ADR and get approval for routing (via Pre-Award)

**COST SHARING OR MATCHING FUNDS?**     Yes  No    **Source Account(s):** \_\_\_\_\_

**PROJECT LOCATION (select one)**     On Campus     Off Campus (>50% effort at facilities not UA owned/under central lease)

Where will the project be conducted? Bldg \_\_\_\_\_ Room \_\_\_\_\_ Other \_\_\_\_\_

**SUBAWARDS (If applicable):**

Is this an **Incoming** Subaward?  Yes  No

If there are **Outgoing** Subawards, please provide the following:

Organization Name	Site PI Name/Title	Contact Info

**UA INVESTIGATOR EFFORT, ROLE, AND ALLOCATIONS (if known)**

UA Investigator (Last name, First name)	Role (Please select)	% Effort	Credit for Award		F&A Revenue	
			Award Dept. #	% Award Credit	F&A Dept. #	% F&A Distrib

100%

100%

**Please note:** No F&A Waivers will be approved.

**EXTRAMURAL PROPOSALS:** Please email the ITS form to CON-ORS@email.arizona.edu and preaward@email.arizona.edu

**INTRAMURAL PROPOSALS:** Please email the ITS form to CON-ORS@email.arizona.edu Someone from ORS and/or Pre-Award will confirm receipt of the ITS and next steps within 72 hours.