

LTRR Routing Information Sheet

Please provide the answers to the questions below and send the completed form to Erin (emgill@arizona.edu) along with the budget, justification & project summary no later than **10 business days prior to** the agency deadline.

Project Title:			
Project Start Date:		Project End Date:	
Deadline type (see below):		DEADLINE DATE:	
Receipt – HARD DEADLINE – Proposal must be fully submitted by SPS by this date: Target – SOFT DEADLINE – PI is requesting that SPS has fully submitted by this date: If target deadline, what is the actual desired submission date?			
UA Investigator Role*:	NAME:	%Credit / F&A	
Principal Investigator (PI)			
Opportunity title or URL:			
UA Bldg # and Room # where the project will be conducted			
If NSF, does the project include off-campus/off-site research**? (If yes, an off-campus/off-site plan may be required)			
If NSF, does the project impact the resources/interests of a Tribal Nation? (If yes, Tribal Nation approval may be required)			
Does the project require laboratory renovation? (If yes, pre-approval is required)			
Does the project require archiving? (If yes, an email from Peter regarding necessity and expense is required)			
Does the project require outreach deliverables? (If yes, an email from Pamela regarding deliverables and expense is required)			

*UA Investigator Roles: PI, Co-I (use for Co-PI), Key Person, or COI-Discloser; see definitions on next page

**Data/information/samples being collected off-campus or off-site, such as fieldwork and research activities on vessels and aircraft.

Does the proposed research include any of the following? (Check all that apply)

COVID-19 Research Human Subjects Vertebrate Animals Cancer Related Topics Cancer Center Facilities
 Hazardous Chemicals FDA/EPA GLP Compliance Radiation Bloodborne Pathogens
 Recombinant DNA/Microbial Pathogens Native/Indigenous Research or Engagement (list tribes):
 HSI Required/Encouraged or Goals Involve Minority Students Companies or Nonprofits (list names):
 U.S. Military Base Abroad Foreign Collaboration/Travel (list countries):
 NONE OF THE ABOVE

NSF Collaborative Proposal?	YES	NO	Is UAZ the lead applicant?	YES	NO
Subawards?	YES	NO			

List collaborating Institution and PI Name:

Realizing that NIH, NSF, and many other sponsors have their own definitions of the following roles, when routing in UAccess Research, please keep the following definitions in mind when assigning roles to Investigators*:

U of A Investigator Role	Definition
Program Director (PD), Principal Investigator (PI), or Contact PI	An individual who is judged to have the appropriate level of training, skill, authority, and responsibility and is designated by the University of Arizona to direct or co-direct a sponsored project or program. They are responsible and accountable to the University and the Sponsor for the design, execution, and management of a sponsored project or program, including the submission of all required reports.
Co-Investigator (Co-I), Multiple Principal Investigator (MPI), or Mentor/Advisor	An individual the PD/PI relies on to assume responsibilities above those of other personnel who make significant contributions to the sponsored project or program. A Co-I does not have overall responsibility and authority for the sponsored project or program like an MPI.
Key Person (KP)	An individual who is essential to the performance of the sponsored project or program, and who contributes to the scientific design, development, or execution of the project or program in a substantive, measurable way, but who does not have overall responsibility and authority for the sponsored project or program.
Conflict of Interest Discloser (COI Discloser)	Any person, regardless of title or position, named in a proposal, who is responsible for Conducting Research performed by or under the auspices of the University, other than those already included in a Project Director (PD), Co-PD, Principal Investigator (PI), Co-PI, Co-Investigator, or Key Person (KP) role. This may include Postdocs, students, and trainees.

***Investigator** means any person who shares the responsibility of Conducting Research. This includes, but is not limited to, the Principal Investigator (PI), Co-PI, Co-Investigator, Project Director (PD), Co-PD, Senior/Key Personnel, and any other person, regardless of title or position, who is responsible for Conducting Research performed by or under the auspices of the University.

For additional guidance on selecting UofA Investigator roles:

<https://research.arizona.edu/OROI/identifying-investigators-coi-disclosers>