**SPA INTERNAL FORMS WORKFLOW**

**PAPER / INK SIGNATURES**

- **DEPARTMENT** prepares forms & routes to PI

  - **PRINCIPAL INVESTIGATOR** reviews/signs forms & routes to Dean/Director & Chair

  - **DEAN/DIRECTOR & CHAIR** Review/sign & approve forms, then route to SPA

  - **SPA** reviews forms, outlines risks to Department

  - **SPA** Signs/approves forms & submits application to sponsor

**ELECTRONIC SIGNATURES**

- **DEPARTMENT** prepares forms & routes to PI

  - **PRINCIPAL INVESTIGATOR** reviews/signs forms & routes to SPA

  - **SPA** reviews forms, outlines risks to Department, then routes to Dean/Director & Chair

  - **DEAN/DIRECTOR & CHAIR** Review/sign & approve forms, then route to SPA

  - **SPA** Signs/approves forms & submits application to sponsor
TIPS FOR PRINCIPAL INVESTIGATORS

Allow adequate time for review and approvals
- SPA
- Dean/Director or designee
- Chair or designee

Finalize budgets early
- Last minute changes may be difficult to accommodate
- Understand risk areas
- International component
- Federally-funded clinical trial
- Committing cost share
- Increasing salaries
- Purchasing equipment >$50K
- Federal contract – FAR clauses

Prepare special requests ahead of proposal
- F&A waivers
- Administrative costs

Avoid deadline day submissions

Evaluate what you are signing
- Disclosure of Conflict of Interest
- Routing Form
- PI Assurance

Become familiar with ADIS capabilities
- Electronic Internal Forms
- Award notices
- Contract Intake
- Other Support/Biosketches

Involve SPA staff in planning stages

Involve departmental administrative staff in planning stages
Develop a plan if a signer is out of the office:
- You
- Dean/Director or designee
- Chair or designee

**TIPS FOR DEANS/DIRECTORS & CHAIRS (DESIGNEES)**

**Evaluate**
- Level of risk for each SPA concern identified
- Faculty and staff time commitments
- Proposal “fit” in departmental/college goals and strategic plan
- Commitments of support (e.g. cost share, space, equipment)

Ensure a designee is identified for signature in your absence

**Become familiar with ADIS and electronic internal forms**

**Communicate concerns and approval/disapproval of applications to SPA**

**Become familiar with key risk areas**
- International component
- Federally-funded clinical trial
- Committing cost share
- Increasing salaries
- Purchasing equipment >$50K
- Federal contract – FAR clauses
- Contact SPA to discuss risk analysis

**TIPS FOR DEPARTMENTAL ADMINISTRATORS**

**Start early**

**Become familiar with new items**
- Core Facilities
- Cost share of F&A

**Ask questions – of the investigator and your grant/contract specialist**

**Suggest improvements**