

# CHECKLIST FOR SPA APPROVAL

**UT INTERNAL DEADLINE:** Click or tap to enter a date.

**GRANT DEADLINE:** Click or tap to enter a date.

## SET-UP QUESTIONS

**PI NAME:** [Click or tap here to enter text.](#)

Title of project: [Click or tap here to enter text.](#)

Type of Application:  New  Resubmission  Renewal

For resubmission/renewal provide federal identifier: [Click or tap here to enter text.](#)

Is this a Multi-PI project?  Yes  No

Modular budget  Detail budget (costs over \$250,000 in direct cost)

Funding Opportunity Announcement (FOA): [Click or tap here to enter text.](#)

Will this proposal involve human embryonic stem cells?  Yes  No

Is this proposal funding a Clinical Trial?  Yes  No

Is this proposal an NIH-defined Phase III Clinical Trial?  Yes  No

Select the Proposal Type:

Basic/Lab Research or Services

Clinical Research (Federal)

Clinical Research (non-Federal)

Fellowship/Scholarship

Federal Training

Non-Research/Public Service

## DATA COLLECTION

Yes  No \* Does the project involve human subject (or material or data from human subjects)?

**If YES,**  PHS Human Subjects form required

\*protocol status:

Pending  Approved (IRB # [Click or tap here to enter text.](#))  Not yet submitted

Yes  No \* Does the research include enrollment of patients/participants?

**If YES,** Target enrollment: Estimated [Click or tap here to enter text.](#)

Est. Clinical Research/Trial End Date: [Click or tap to enter a date.](#)

Yes  No \* Does this research involve clinical service, procedures, or visits?

**If YES,** will visits occur at any of the UT Physician (UTP) clinic sites?  Yes  No

**If YES,** list sites to be used: [Click or tap here to enter text.](#)

Yes  No \* Does project involve stem cells?

**If YES,** type:  Embryonic  iPSC  adult

Yes  No \* Does the project involve vertebrate animal?

**If YES,**  Vertebrate document required

List the species: [Click or tap here to enter text.](#)

\*protocol status:

Pending  Approved (AWC # [Click or tap here to enter text.](#))  Not yet submitted

Yes  No \* Does project involve radioactive materials?

**If YES, \*protocol status:**

Pending

Approved (AWC # [Click or tap here to enter text.](#))

Not yet submitted

Yes  No \* Does project involve toxic or physically dangerous chemical or carbon or silica based nanochemistry?

Yes  No \* radioactive materials?

Yes  No \* Does project involve toxic or physically dangerous chemicals or carbon or silica based nanochemistry?

## INTELLECTUAL PROPERTY

Yes  No \* Is intellectual property (discoveries with commercial potential) reasonably expected to result from this project?

Yes  No \* Is there existing Intellectual Property, developed a or held by UTHealth, being used in this project?

Yes  No \* Are any material/data being transferred under this project? IF YES

Direction:  to UTH  from UTH  both

Items:  material  data  both

## DOCUMENTS TO UPLOAD IN UT START

Abstract

Narrative

Final Budget

Budget Justification

Biographical sketch for all Key Personnel in NIH format, *see attach instruction & template*

Please list all Key Personnel and role:

Co-PI: [Click or tap here to enter text.](#)

Co-PI: [Click or tap here to enter text.](#)

Co-I: [Click or tap here to enter text.](#)

Co-I: [Click or tap here to enter text.](#)

Co-I: [Click or tap here to enter text.](#)

Significant Contributor: [Click or tap here to enter text.](#)

Significant Contributor: [Click or tap here to enter text.](#)

Consultant: [Click or tap here to enter text.](#)

Consultant: [Click or tap here to enter text.](#)

Facilities

Equipment

SF424 Human Subject form, *if you answered yes to will have Human Subjects*

Introduction (for Resubmission & Revision applications), *draft copy is acceptable as a place holder*

Specific Aims, *draft copy is acceptable as a place holder*

Research Strategy, *draft copy is acceptable as a place holder*

Vertebrate animals, *if you answered yes to will you have vertebrate animals*

- Select Agent Research, *draft copy is acceptable as a place holder, if applicable*
- Multiple PD/PI Leadership Plan, *if you answered yes to Multi-PI*
- Consortium/Arrangements Contractual (*for project that have sub awards*)
- Letter of support, *if these are available for review*
- Resource Sharing, *draft copy is acceptable as a place holder, if applicable*
- Authentication of Key Biological and/or Chemical Resource, *draft copy is acceptable as a place holder, if applicable*

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- Subcontract, if applicable, documents are due           :
  - Scope of work (SOW)
  - Signed letter of intent (LOI)
  - Final budget, SF424 form *attached*
  - Final budget justification
  - Facilities
  - Equipment
  - Letter of Support
  - Indirect rate agreement
  - Subrecipient certification of compliance with the PHS FCOI