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 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 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 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?

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**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

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**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 _as appropriate_:  
☐ 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