

Research Proposal Submission Process

The Geosciences Business office serves to assist faculty with submission of grant proposals in compliance with the University of Arizona Sponsored Projects and Contracting Services policies.

Denise Carillo, Accountant Senior, serves as the primary point of contact with Christine Duddleston, Manager, Business-Finance and Pat Waters, Accountant Senior, serving as backup.

Department Services:

- ❖ Assist with the budget, budget justification, administrative requirements, formatting, routing for approvals, etc.
 - The Geosciences Business Office provides templates via our department website: <https://www.geo.arizona.edu/forms>
- ❖ Provide Grant process presentation annually
- ❖ Considerations:
 - F&A rate exemptions
 - Letters of support
 - Cost share
 - Conflict of interest/IRB/IACUC requirements
 - Award (intellectual) credit split (if applicable)
 - F&A Revenue splits (if applicable)
- ❖ GOAL: Submit UAR proposal no later than 6 business days prior to application deadline
 - Budget, Budget justification and project summary must be in **FINAL FORMAT** and any other agency required documents (cover letters or assurances)

Department contact: Denise Carillo (dyc@arizona.edu); Christine Duddleston (cmeranza@arizona.edu); Pat Waters (patwaters@arizona.edu).

Post-Award

- ❖ Monitor account balances, provide monthly grant financials reporting
- ❖ Review contracts for accuracy
- ❖ Ensure compliance with Granting Agency and University requirements
- ❖ Act as liaison between granting agency and SPCS
- ❖ Assist with large purchases
- ❖ Any other post-award needs

University Resources:

Research, Innovation & Impact, under the direction of Dr. Elizabeth R. "Betsy" Cantwell, provides leadership and support for sponsored creative, scholarly, and scientific endeavors at the University of Arizona.

As part of its goal to advance transformative excellence in research across the University, the office of Research, Innovation & Impact developed this website as a resource for investigators, business managers, and grant administrators: <https://rgw.arizona.edu/>

The units below exist to provide support throughout a project's lifecycle - from proposal submission, to award management, through award closeout.

- ❖ Sponsored Projects & Contracting Services
- ❖ Research Compliance Services

Proposals involving funds coming to the University of Arizona must be routed through the web-based UAccess Research system. Sponsored Projects & Contracting Services (SPCS) must receive the proposals in final form (completely approved in UAccess Research (UAR) and ready for submission to the sponsoring agency) three full business days prior to the sponsor's due date.

Research Development services: The Research Development Services (RDS) unit at the University of Arizona (UA) is an integral part of the suite of research services provided by Research, Innovation and Impact (RII). Our mission is to help UA researchers and scholars identify funding opportunities, form effective teams, and craft winning proposals, with the ultimate goal of increasing the quality and quantity of externally-funded research and scholarly activity at UA.

- ❖ Consult with Research Development Services for technical writing assistance/review (recommended at least three business weeks prior to agency deadline)

Compliance:

The various compliance and safety units in Research, Innovation & Impact (RII) support research excellence at The University of Arizona (UA) through the adoption and implementation of policies and procedures that promote the safe, legal, and ethical conduct of research. We emphasize collaborative engagement to achieve best practices and shared acceptance of core values.

- ❖ Conflict of Interest Program
 - ❖ Export Controls Program
 - ❖ Human Subjects Protection Program
 - ❖ Institutional Animal Care and Use Committee
 - ❖ HIPAA Privacy Program
 - ❖ Research Laboratory & Safety Services
 - ❖ Research Integrity Program
 - ❖ Responsible Conduct of Research Program
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