

INTERNAL SPONSORED COORDINATION FORM ADDENDUM
***for applications submitted to the Office of Research Administration (ORA)**
less than 48 hours before the submission due date*

Please email a signed copy of the form to ORA along with the complete application at the time of proposal submission.

Principal Investigator (PI): _____

Project Title: _____

Sponsor: _____

Submission Date: _____

Date/Time complete application is sent to ORA for final review: _____

The signature of the PI below certifies that the PI acknowledges and agrees to the following statements:

1. A thorough review of this application is not possible if it is to be submitted to sponsor by the due date.
2. The Signing Official is unable to ensure financial, administrative, or compliance to sponsor guidelines.
3. Every best effort will be made to minimize errors and warnings, but successful submission cannot be guaranteed.
4. If there are submissions in line before this one, the proposal(s) submitted first will take priority.
5. If items warranting administrative sign-off, such as cost share, reduced F&A, space needs, large animals, subcontracts etc., have not been approved, the acceptance of the a resulting award will not occur until such approvals/sign-offs are addressed internally and or with the sponsor.
6. Adequate review time is five (5) business days. The PI understands this and shall make a better effort to observe this timeline with future submissions.

PI Signature: _____

Date: _____

FOR ORA USE ONLY

ORA Contact: _____

Date/time complete application received by ORA for final review (date/time): _____

Date/time application submitted to sponsor: _____