**Contract Submission Cover Sheet**

Please submit this form, along with your contract (if available) to Contracting Services, a unit of Sponsored Projects and Contracting Services, at contracting@email.arizona.edu. Please send the contract in Microsoft Word format, and confirm that all exhibits and attachments described in the agreement are included. For any questions, please email or call SPCS Contracting Services (520-626-7920).

Sponsored Projects and Contracting Services

Approved for submission by (name of authorized Department or School/College Approver):

Date Approved:

[ ]  *Sponsor did not provide an agreement, and I request that Contracting Services generate the agreement.*

|  |
| --- |
| **1. PI and Department Information**Principal Investigator Name:       Email:       Phone:      Administrative Contact Name:       Email:       Phone:      Department:       School/College:  Center/Institute (optional):       |
| **2. Sponsor/Other Party and Agreement Information**Sponsor Name:      Sponsor Contact Name:       Email:       Phone:      Contract Type: Sponsor-specified hard deadline (leave blank if none):       |
| **3. Project Information (for all contracts except confidentiality/non-disclosure agreements)**Brief Title:      Description of project (include one or more paragraphs, if not attached to the agreement):      If this is an amendment, workstatement under a master agreement, or subaward, indicate the Award ID of the parent agreement:       |
| **4. Funding Information (for funded contracts only)**Funding Structure: Has a proposal been submitted through UAR to SPCS: [ ]  Yes [ ]  No If yes, enter the proposal Document No.:      Estimated Project Budget:      Indirect Rate Included in Budget:      Will this project be done as an FSO-approved recharge/service center activity? [ ]  Yes [ ]  No (If yes, please attach FSO rate study approval letter) |
| **5. Additional Information for MTAs**Account number for source of funds for the project in which the material will be used:      Will any materials be used on this project that were received under another agreement? [ ]  Yes [ ]  No |
| **6. Comments** (include any relevant background information, especially on prior contract discussions with sponsor)      |