**Contract Submission Cover Sheet** 

Please submit your contract along with this form to UAHS at UAHSContracts@email.arizona.edu. **Please send any contracts in Microsoft Word format**, and confirm that all exhibits and attachments described in the contract are included.

 Date:

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| **1. PI and Department Information**Principal Investigator Name:       Email:       Phone:      Administrative Contact Name:       Email:       Phone:      Department:       School/College: Center/Institute (optional):       |
| **2. Sponsor / Outside Party Information**Entity Name:      Entity Contact Name:       Email:       Phone:      Contract Type: Specific deadline (if any):      Entity provided draft or template agreement? Y / N If YES, please provide as an attachment to the email.  |
| **3. Project Information** Title:      Brief description of project (if more than one paragraph, attach separately as a Statement of Work):       |
| 1. Please specify if this is an **Amendment**, a **Master Agreement**, Project taking place **under a** **Master Agreement** or an **Incoming Sub-Award**. (Circle the one that may apply)

If this is an **Amendment**, please provide the account number of the main agreement or award: \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **4. Funding Information (for all funded contracts)**Funding Source/Type: Has a proposal been submitted to SPS: [ ]  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 MTA, DUA, CDA, Equipment Loan****MTA** 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**DUA** Will the investigator be receiving the data or disclosing the data? \_\_\_\_\_\_\_\_\_\_\_\_ Will the data contain personal health information; be a part of a limited data set; or be de-identified data? Y / N Is IRB review required for use of this data? Y / N**CDA** Will the investigator be providing or disclosing confidential information to an outside party? Y / N**Equipment Loan** Where will the equipment be located? (Please indicate the actual room/bldg. number) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ What is the approximate fair market value of the equipment? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **6. Comments** (include any relevant background information, especially on prior contract discussions with sponsor)      |