**Contract Submission Cover Sheet**

Contract & Research Support Program

Please submit your contract along with this form to CRSP at CRS-ORD@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 call 520-626-3050.

Department/School/College Approver:       Date:

|  |
| --- |
| **1. PI and Department Information**Principal Investigator Name:       Email:       Phone:      Administrative Contact Name:       Email:       Phone:      Department:       School/College:  Center/Institute (optional):       |
| **2. Sponsor and Agreement Information**Sponsor Name:      Sponsor Contact Name:       Email:       Phone:      Contract Type: Sponsor-specified hard deadline (if any):       |
| **3. Project Information (for all contracts except CDAs)**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 master/prime agreement:       |
| **4. Funding Information (for all funded contracts)**Funding Structure: 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 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)      |