OSP Assigned Number _____ Date _____

UAB EXPEDITED CHECKLIST

The **UAB Expedited Checklist** is to be used when submitting requests such as No-Cost Extensions, CDA's, PMA's and DUA's that do not require departmental signatures or approval. **Note - For a submission to OSP requiring an Expedited Checklist, a Responsible Personnel List (RPL) is required only when there is a change of responsible personnel on a sponsored project. For additional information, see the UAB Conflict of Interest Policy and the RPL Instructions. Please send the completed form along with any required attachments to the Office of Sponsored Programs at osp@uab.edu.**

PI Name _____ Email _____ Phone _____
Contact Person Name _____ Email _____ Phone _____
Award Manager Name _____ Email _____ Phone _____
Sponsor Contact Name _____ Email _____ Phone _____
Sponsor Name _____
Grant/Contract # _____ Phone _____
Project Title

Indicate the request type from the selection below:

☐ Confidentiality Agreement (CDA) [1]
☐ Sponsor Initiated ☐ Investigator Initiated ☐ Mutual
☐ Non-Competing Continuation/Continuation/RPPR
Deadline Date: _____
☐ No-Cost Extension Request (NCE) [2]
Current End Date: _____
☐ Revised Budget
☐ Amendment [3]
☐ Other (Final Report, Closeout Report, Change in Project Title, etc.)
☐ Change Department/Division Affiliation of PI (see below)

☐ Data Use Agreement (DUA)
☐ Deidentified ☐ Limited ☐ PHI
☐ Carryover Request
☐ Project Master Agreement (PMA)
☐ VA MOU
☐ JIT ☐ Annual Certification
(Requires Current "Other Support")

☐ Pre-Application (RPL not required)
Deadline Date: _____

Effective Date	Current Dept/Division	Org Code	New Dept/Division	Org Code

[1] CDAs that include a PI signature block must be signed by the PI prior to submission to the OSP. Do not add a PI signature block. Note: UAB CDA language guidelines and templates are available on the Office of Industry Engagement (OIE) website.

[2] Additional documentation may be required, e.g. NIH grant no-cost extension requests require a letter co-signed by the Chairman and it must include justification for the extension.

[3] Any amendment which is for an increase in funds or change in PI requires the UAB Extramural Support Checklist.

Should you have any questions, please contact your OSP Officer or askosp@uab.edu.

Comments