

Principal Investigator Award Acknowledgements

Office of Sponsored Programs

All Award Actions

- New Awards
- Additional Funding/Continuations
- No Cost Extensions
- Other Amendments
- Via DocuSign (*with cc: to Department Business Manager*)

Note: No DocuSign account needed. Pls can access the document via an email link.

Acknowledgement

I acknowledge that I have reviewed and approve the project specific information and sponsor requirements by signing below. This acknowledgement indicates acceptance of the document(s) and adherence to all sponsor requirements.

If you have any concerns, questions or issues regarding the document(s).
please contact aggrant@utk.edu.

Benefits

- Strengthened Internal Controls
- Decreased Audit Risk
- Reduction in email communication between PI and OSP for final acknowledgement
- PI knowledge of award status
- Quicker release of funds/account setup

Awards Involving Animal Use (IACUC) and/or Human Subjects (IRB)

- New Awards
- Via DocuSign *(with cc: to Department Business Manager)*
Note: No DocuSign account needed. Pls can access the document via an email link.

Acknowledgement - IACUC

Animal Use (IACUC): This project will be submitted to the IACUC for review and approval. By signing below, I agree to not perform any animal use research or incur any charges related to animal use research until the IACUC has approved. Upon approval I will send a copy of the letter to OSP at aggrant@utk.edu

Acknowledgement - IRB

Human Subjects (IRB): This project will be submitted to the IRB for review and approval. By signing below, I agree to not perform any human subjects research or incur any charges related to human subjects research until the IRB has approved. Upon approval I will send a copy of the letter to OSP at aggrant@utk.edu.

Benefits

- Strengthened Internal Controls
- Decreased Audit Risk
- Reduction in email communication between PI and OSP
- Immediate release of funds for hiring, supplies, and other activities that do not involve animals or human subjects

Questions?

General Info and Reminders

Office of Sponsored Programs

Contact OSP

- <https://utiasponsoredprograms.tennessee.edu/contacts/>
- Assigned Coordinator
- Director or Assistant Directors
- General questions or correspondence - aggrant@utk.edu

Proposal Notification

- Online - <https://tinyurl.com/UTIA-PIQ>
- Link on OSP website - <https://utiasponsoredprograms.tennessee.edu/proposals/>
- Include other units, including
 - RECs
 - UTK

Minimum Lead Times

- <https://utiasponsoredprograms.tennessee.edu/proposals/>

MLT	Proposal components/Characteristics
3 months:	4 or more subawards; international collaborations; review by Orange Team, Hanover, or UTK Research Development Team
8 weeks:	1-3 subawards
4 weeks:	Federal sponsor; co-PIs from other UT campuses; cost share requirement; special approvals such as voluntary F&A reduction
3 weeks:	Budget with multiple UTIA departments and /or F&A rates; includes a REC
2 weeks:	One department; no subawards; no cost share; no personnel from other campuses; no special approvals; non-federal sponsor

Award Notification

- aggrant@utk.edu

Questions?