

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. 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. If this form is completed for a Confidentiality Disclosure Agreement (CDA), please submit to CDAs@uab.edu instead.

	Name	Email	Phone	BlazerID
Principal Investigator				
Award Manager				
Primary Contact				
Secondary Contact				
Department				

	Name	Email	Phone
Sponsor Contact			
Sponsor Name			
Grant/Contract #		Sponsor Phone:	

CRO Name	
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Project Title	
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Indicate the request type from the selection below:	
<input type="checkbox"/> Non-Competing Continuation/Continuation/RPPR Deadline Date: <input type="text"/> <input type="checkbox"/> No-Cost Extension Request (NCE) ¹ Current End Date: <input type="text"/> <input type="checkbox"/> Revised Budget <input type="checkbox"/> Amendment ² <input type="checkbox"/> Other (Final Report, Closeout Report, Change in Project Title, etc.) <input type="checkbox"/> Change Department/Division Affiliation of PI (see below) <input type="checkbox"/> Confidentiality Agreement (CDA) (submit to CDAs@uab.edu) <input type="checkbox"/> Sponsor Initiated <input type="checkbox"/> Investigator Initiated <input type="checkbox"/> Mutual	<input type="checkbox"/> NIH Closeout (Final RPPR) <input type="checkbox"/> Data Use Agreement (DUA) [dbGaP] (for all other DUA , please use UAB DUA Checklist) <input type="checkbox"/> Carryover Request <input type="checkbox"/> Project Master Agreement (PMA) <input type="checkbox"/> VA MOU <input type="checkbox"/> JIT <input type="checkbox"/> Annual Certification (Requires Current "Other Support") <input type="checkbox"/> Pre-Application (RPL not required) Deadline Date: <input type="text"/>

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

¹ 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.

² 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 osp@uab.edu.

Comments	
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