

**UNIVERSITY OF FLORIDA RESEARCH FOUNDATION, INC.
&
DIVISION OF SPONSORED RESEARCH
CONTRACT/GRANT PROPOSAL SUBMISSION REQUIREMENTS**

Principal Investigator: _____

Project Title: _____

Sponsor: _____

REQUIREMENTS FOR SUBMISSION

1. UFRFI Authorization to Establish an Account Form or DSR-I Form (Choose one)
2. Clinical Study Agreement or Grant Proposal
3. Intellectual Property Checklist
4. Internal Budget
5. Human Subject Approval Letter from Institutional Review Board
6. Copy of Protocol

In order to finalize processing of agreements or proposals through the Division of Sponsored Research or the University of Florida Research Foundation, Inc. (UFRF) all of the above is required. The Office of Research Affairs is available to assist you in the processing of these documents. If you have an agreement that you would like reviewed prior to submitting the other material, please feel free to submit it separately. It will save time and make it easier to have the full package ready upon IRB approval.

All agreements and proposals are required to be routed through the Office of Research Affairs located on the 2nd Floor of the LRC. We will obtain the final required signature of the Dean and forward the required materials to Gainesville. If you have any questions in reference to the above, please do not hesitate to call extension 5660 for assistance.