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LOG IN TO iRIS

Log In

Go to https://iris.louisville.edu/.
Enter user ID and password.
Click Log In.
PROJECT APPLICATION SHELL

Create  Answer  Exit

Shell Overview

The first step in developing any project is the creation of a shell. Answering three questions will establish the project’s title, personnel and departments. Once the shell is created, it serves as a virtual folder that holds all associated forms, including the eProposal, Nondisclosure Agreement, etc.

When Do I Need to Create a New Shell?

Existing PeopleSoft Projects: No

- Certain legacy proposals and awards that predate the iRIS system have been imported into iRIS. Search My Projects by PeopleSoft proposal/award number or title (case-sensitive). If your search pulls up the project, there is no need for a new shell. Press Click to Open to go to the project’s form section.
- If your search does not pull up the old project and you need a new form for it, do not re-create it in iRIS. Contact Sponsored Programs about having the project imported from PeopleSoft.
Existing iRIS Projects: No

- If a project was already created in iRIS, do not create another shell for the same project. Press **Click to Open** to proceed to the project’s form submissions section.
- If your search does not pull up a project that you believe exists in iRIS, do not duplicate it! Ask Sponsored Programs to perform an administrative-level search and ensure you have access.

New Projects Not Yet Created in iRIS or PeopleSoft: Yes

- If a project has not yet been created in iRIS or PeopleSoft, initiate it by creating a new shell.

  **Create**

Create a Shell

- Go to **My Grants and Contracts**. Click **Add a New Project**.

  ![Add a New Project](image)

  ![Add a New Project](image)

- Check **eProposal Form**, then click **Start Selected Application**.
1.0 Title

- Enter the full title of the project (precede with project acronym/protocol number if applicable).
- Enter a short title for the project (precede with project acronym/protocol number if applicable).
- Click **Save and Continue to Next Section**.

2.0 Project Access

- Click + **Add** in any relevant category to enter personnel who require access to the iRIS project.
User Directory Search Window

- Search the directory by name and/or department, then click **Find** to locate an individual.
- Click **Select User** to make your selection and to return to the shell.

- Choose a role if a dropdown menu appears below the name after selection.

1. **Principal Investigator**: Ultimate responsibility for project design, execution and management. *(This role is authorized to submit iRIS forms.)*

2. **Project Personnel**:
   A. **Additional Investigators**: Specify **Multiple PI, Additional PI, Co-Investigator** *(these may submit)*, or **Co-PI** *(may not submit).*
   B. **Research Support Staff**: Specify Technician, Other, Other Professional, Postdoctoral Fellow, Graduate Student (GRA), Undergraduate Student or Key Personnel *(these may not submit).*
   C. **Primary Research Administrator**: Defaults to creator; change as needed *(may not submit).*
   D. **Other Administrative Personnel**: Specify Additional Research Service Coordinator, Postaward Coordinator, Clinical Trials Coordinator, Clinical Contact, Regulatory Contact, Budgetary Contact *(these may not submit).*

3. **Project Contact**: The principal investigator automatically receives most notifications. Add anyone (typically the research services coordinator) who needs to receive ALL important system notifications *(this role may not submit).*

4. **Designated Approver**: Chair, dean or a designee responsible for approving a project on behalf of a department. Specify Combined Chair-Scientific Reviewer, Dean’s Office, Department Chair, Department Chair/Vice Chair, Other, Scientific Reviewer *(these may not submit).*

5. **Administrative Assistants**: THIS IS A SIGNIFICANT ROLE IN iRIS. Add anyone who needs editing access—including those added above in non-submitting roles if they need to edit the project *(may submit NDA/DUA/MTA/Short Form on behalf of PI; may initiate eProposal submissions to the point of PI signoff).*

- Click **Save and Continue to Next Section**.
3.0 Departments

3.1—3.2

Add Department Search Window

1. Click + Add to enter the department that will house the project’s financial account (chartfield/speedtype). Defaults to PI’s primary appointment. Change as needed.
   - Search the directory by name/number to locate a department, then click Search. Check Select to make your selection, then click Save to return to shell.

2. Click + Add to enter all departments providing any form of resource, including personnel, funding, equipment, facilities, space, etc. Defaults to PI’s primary appointment. Add others as needed.
   - Search the directory by name/number to locate a department, then click Search. Check Select to make your selection, then click Save to return to shell.

Be sure to mark the department providing the majority of resources as primary.

- Click Save and Continue to Next Section.
4.0 Shell is Complete

- Depending on which iRIS version was active when the project was initiated, screens may vary at this point. Click either **Project Management Workspace**, **Exit Form**, or **Back**. (Do not sign or submit the shell.)
- Navigate to the project’s submissions screen to create a new Short Form—Proposal & Project Submission, eProposal, Nondisclosure Agreement or other form.
Nondisclosure Agreement Overview

Once a project shell is established, a nondisclosure agreement may be requested via this form. It provides pertinent project information needed for a contract specialist to begin agreement negotiations.

Create a Nondisclosure Agreement

- After a project application shell has been created, navigate to its submissions screen.
- Click Nondisclosure Agreement.
- Click Add a New Form to begin the nondisclosure request (the version list shows any existing forms of this type for this project).
1.0 Nondisclosure Agreement

1.1 NDA Information

- Enter **start** and **end** dates for discussions to be covered by the nondisclosure agreement.
- Click **Add a New Row** to enter the sponsor and any other external party to the nondisclosure agreement. Include sponsor type, organization/individual names and contact information.

1.2 Purpose

- Choose all applicable purposes for establishing a nondisclosure agreement. Provide details.

1.3 Scientific Data or Ideas

- Indicate the direction(s) of flow for scientific data or ideas.
1.4 Personal Data or Health Information

- Indicate the direction(s) of flow for personal data or personal health information.

1.5 Team Members Receiving Information

- Indicate any student team members or team members who are not UofL employees (hospital staff, for example) who may need to receive sponsor information.

1.6 Upload Sponsor Template

- Click Add a New Document to upload sponsor’s template in Word format.
Add Document Window

- Browse to find the document. Enter Document Title.
- Enter Version Number (begin with 1; increase incrementally to add later versions).
- Enter Version Date (date of document creation; latest modification if revised).
- Select Proposal for Category. Click Save Document to return to NDA form.

- Click Save and Continue to Next Section.

Sign

Nondisclosure Signoff and Submit

- Click Signoff and Submit.
Submission Routing Signoff

- Scroll down. Check Approve. Enter user ID and password. Click Save Signoff.

Workflow–Submission Tracking

- Submission to Sponsored Programs is complete. From Project Workspace project panel press Click to Open the project, then click Track Location from Outstanding Submissions. The Workflow–Submission Tracking screen displays the status of the request. Click Back to return to workspace or click Logout.
DATA USE AGREEMENT

Create  Answer  Sign

Data Use Agreement Overview

Once a project shell is established, a data use agreement may be requested via this form. It provides pertinent project information needed for a contract specialist to begin agreement negotiations.

Create

Create a Data Use Agreement

- After a project application shell has been created, navigate to its submissions screen.
- Click Data Use Agreement.

- Click Add a New Form to begin the data use request (the version list shows any existing forms of this type for this project).
1.0 Data Use Agreement

1.1 DUA Information

- Enter **start** and **end** dates for exchange to be covered by the data use agreement.
- Click **Add a New Row** to enter the sponsor and any other external party to the data use agreement. Include sponsor type, organization/individual names and contact information.

1.2 Purpose

- Describe the purpose for sharing data. Indicate if the exchange relates to an existing sponsored project and provide the chartfield number.

1.3 Scientific Data or Ideas

- Indicate the direction(s) of flow for scientific data or ideas.
1.4 Educational Data, Personal Data, or Health Information

- Indicate the direction(s) of flow for student educational data, personal data, a limited dataset, or personal health information, and specify the data type(s).
- Enter the IRB approval number (if applicable).

1.5 Team Members Receiving Information

- Indicate any student team members or team members who are not UofL employees (hospital staff, for example) who may need to receive sponsor information.
1.6 Upload Sponsor Template

- Click **Add a New Document** to upload sponsor’s template in Word format.

  ![Add Document Window](image)

  - **Add Document Window**
    - Browse to find the document. Enter **Document Title**.
    - Enter **Version Number** (begin with 1; increase incrementally to add later versions).
    - Enter **Version Date** (date of document creation; latest modification if revised).
    - Select **Proposal** for **Category**. Click **Save Document** to return to DUA form.

- Click **Save and Continue to Next Section**.

### Sign

#### Data Use Signoff and Submit

- Click **Signoff and Submit**.
Submission Routing Signoff

- Scroll down. Check Approve. Enter user ID and password. Click Save Signoff.

Workflow–Submission Tracking

- Submission to Sponsored Programs is complete. From Project Workspace project panel press Click to Open the project, then click Track Location from Outstanding Submissions. The Workflow–Submission Tracking screen displays the status of the request. Click Back to return to workspace or click Logout.
Material Transfer Agreement Overview

Once a project shell is established, a material transfer agreement may be requested via this form. It provides pertinent project information needed for a contract specialist to begin agreement negotiations.

Create a Material Transfer Agreement

- After a project application shell has been created, navigate to its submissions screen.
- Click Material Transfer Agreement.

- Click Add a New Form to begin the material transfer request (the version list shows any existing forms of this type for this project).
1.0 Material Transfer Agreement

1.1 MTA Information

- Enter **start** and **end** dates for exchange to be covered by the material transfer agreement.
- Click **Add a New Row** to enter the recipient/provider and any other external party to the material transfer agreement. Include recipient/provider type, organization/individual names and contact information.
1.2 Purpose

- Describe the material being exchanged. Indicate if the material is human tissue and if it is considered “waste” specimens. Enter the IRB approval or exemption number (if applicable).
- Indicate if the material is known to be toxic/biohazardous. (If so, contact the IBC.)
- Indicate if any associated data will be transferred with the material, and describe the data.

1.3 External Funding

- Indicate if the exchange relates to an externally sponsored project, and provide the chartfield number.
1.4 Sending or Receiving Material

1.4a

- Indicate if you will be sending material by checking the **Sending** checkbox at the top of 1.4.
- If so, indicate if the material was created by you/UofL, and provide the disclosure number if you have a research disclosure file on record with EPI-Center.
- Indicate if the recipient will be modifying the material. If so, indicate if you are comfortable with the modifications, note any restrictions you wish to be placed on the modifications, and indicate if you wish to receive samples of the modifications.

1.4b

- Indicate whether or not you have already supplied the material, the date it was supplied, or the date it needs to be supplied.
- Indicate need for recovery of preparation/shipping costs; provide the amount and an account.
1.4c

- Indicate if you will be receiving material by checking the Receiving checkbox at the top of 1.4.
- If so, indicate who will be using the material.
- Indicate if you will be modifying the material.
- Indicate if you are willing to allow for publication review by the provider.
- Indicate whether or not you have already received the material, the date it was received, or the date it needs to be received.

1.5 Upload Recipient/Provider Template

- Click Add a New Document to upload recipient’s/provider’s template in Word format.
Add Document Window

- Browse to find the document. Enter **Document Title**.
- Enter **Version Number** (begin with 1; increase incrementally to add later versions).
- Enter **Version Date** (date of document creation; latest modification if revised).
- Select **Proposal** for **Category**. Click **Save Document** to return to MTA form.
  - Click **Save and Continue to Next Section**.

Sign

Material Transfer Signoff and Submit

- Click **Signoff and Submit**.
Submission Routing Signoff

- Scroll down. Check Approve. Enter user ID and password. Click Save Signoff.

Workflow–Submission Tracking

- Submission to Sponsored Programs is complete. From Project Workspace project panel press Click to Open the project, then click Track Location from Outstanding Submissions. The Workflow–Submission Tracking screen displays the status of the request. Click Back to return to workspace or click Logout.
## Glossary

**Budget** Anticipated amount of funding needed for a project.

**Budgeted** Subamounts grouped into separate categories (salary, fringe, equipment, supplies, travel, tuition, F&A, etc.).

**Nonbudgeted** Direct and indirect costs combined into a single budget amount.

**Budget entry method** In iRIS, means of budget input into the system.

**Budget module** Fully detailed component that automatically pulls in salary data, performs many calculations and populates forms in the NIH sponsor packet. The module requires certain data entry and therefore may involve duplication of effort if a budget spreadsheet has already been prepared.

**Summary budget** Simple data entry of amounts into budget pools, with no automatic calculations and no population of sponsor packets. However, if the project involves personnel on other than 12-month appointments, the summary budget must be used. A detailed budget spreadsheet needs to be attached.

**Center grant (program project)** Large, multi-project effort that generally includes a diverse array of research activities. See also *cooperative agreement*.

**Contract** Written agreement whereby an individual, firm, partnership or corporation is to perform certain services requiring professional skill or professional judgment for an agreed-upon price for a specific period of time. The contractor has a specialized knowledge in a particular field and often requires originality, creativity and decision-making abilities. A contract is established for the purpose of obtaining goods and/or services and creates a procurement relationship with the contractor (compare with subaward/subrecipient).

**Contract research organization (CRO)** Entity which provides contracting or management services to the sponsor of a project.

**Cooperative agreement** Type of assistance award used when an activity is technically and/or managerially complex and requires extensive or close coordination between the agency and the awardee. Examples: Research centers, large curriculum projects, multi-user facilities, projects which involve complex subcontracting, construction or operations of major institutional house university facilities and major instrumentation development. See also *center grant (program project)*.

**Cost share** Portion of project costs not borne by the funding agency. It may include effort, matching funds, unrecovered F&A, and in-kind contributions that a recipient makes to an award. In general, cost sharing must be necessary, reasonable and allowable under applicable cost principles; provided for in the approved budget and readily verifiable from the recipient’s records; not paid by the federal government and not included as cost sharing for any other sponsored award.

**Mandatory** Required by sponsor as a condition of obtaining an award. It must be included in the proposed budget; otherwise, the proposal will not be considered by the sponsor.

**Voluntary committed** Resources offered by the university (documented and quantified in the proposal) when not specifically required by the sponsor. If accepted by the sponsor, it becomes a binding commitment which the recipient must provide as part of the performance of the sponsored agreement.

**Data use agreement** Contractual document used for the transfer of data that has been developed by nonprofit, government or private industry, where the data is nonpublic or is otherwise subject to restrictions on its use (e.g., human subject data from a clinical trial, or a limited data set as defined in HIPAA).

**Date**

- **Discussion/exchange end** Anticipated end point for discussions covered under a nondisclosure agreement or for the exchange of data or material covered under a data use or material transfer agreement.

- **Discussion/exchange start** Anticipated beginning point for discussions covered under a nondisclosure agreement or for the exchange of data or material covered under a data use or material transfer agreement.

**Project end** Anticipated end point of a project.

**Project start** Anticipated beginning point of a project.

**Submission due** Point set by sponsor or prime sponsor as the deadline for a proposal application. Enter the deadline time in Eastern (Louisville) time.

**Department** Unit within a UofL college or school with which project personnel are associated.
**Document category** In iRIS, grouping of documents for purposes of organization and searching.

**Award** ACF/CAS, notice of award, amendment, supplement, UBM-13A award summary, contract fully executed

**Award modification** No-cost extension, change in principal/co-/multiple investigator, revised scope of work, budget modification approval, carryover approval, award transfer out, IBED revision request, amendment

**Closeout**

**Compliance** ADF/COI, IRB, IACUC, human subjects training certification, representations and certifications

**Federal financial monitoring**

**JIT (just in time)** Other support, F&A rate agreement, detailed budget, fringe rates

**Proposal** Funding opportunity announcement, letter of intent, proposal clearance form, PCF clinical attachment, TRIA, MIRA, additional signature page, project application, budget, budget justification, scope of work/abstract, F&A waiver approval/sponsor restriction, contract template, protocol, informed consent form, NDA review form, NDA, startup service agreement

**Related** Memorandum of understanding, membership agreement, facility use agreement, data use agreement, not-funded notification, PI withdrawal request, program income, guarantee/preaward spending request, personal service contract, letter of indemnification, payment/check

**Reporting** Progress report, financial report, property report, invention report, RPRR–final, PRAM–final

**Subrecipient** Subaward/contractor determination, subrecipient commitment form, subrecipient risk assessment, executed subaward, amendment, purchased service agreement

**Document date** Date of document creation/revision.

**Document version number** Used to differentiate among multiple editions of a document.

**Documents, project** Forms and documentation needed to review a proposal for submission to sponsor or to begin the negotiation of an award. Examples: Sponsor forms, internal/detailed budget, budget justification, statement/scope of work, letter of intent, subrecipient documents. Draft documents specific to clinical projects: Sponsor’s agreement template or work order, protocol, informed consent form, letter of indemnification (LOI) or facilities use agreement (FUA).

**Effort, percent** Portion of an individual’s time committed to a specific sponsored project. It is expressed as a percentage of the individual’s total activity for the university during the appointment period (whether calendar, academic or summer).

**eProposal** In iRIS, dataset encompassing the basic information of a project which may be submitted to a sponsor for funding consideration or may be used to begin agreement negotiations.

**FDA device determination letter** Letter issued by the U.S. Food and Drug Administration indicating if an investigational device study is considered basic physiological research, exempt or not exempt from premarket approval, and the degree of risk posed to study subjects by the device.

**Flowthrough** Funding which originates with a first-tier sponsor as an award to a second-tier entity, who passes through a portion as a subaward to a third-tier entity.

**Indirect (F&A) cost base** Portion of direct costs subject to F&A charges.

**Indirect (F&A) cost type** Basis for calculating the amount of indirect costs (also known as facilities and administrative, F&A, or overhead costs) of a project.

**Modified Total Direct Costs (MTDC)** Includes: All direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel and up to the first $25,000 of each subaward (regardless of the period of performance of the subawards under the award). Excludes: Equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of $25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

**Total Costs (TC)** Includes: All direct and indirect costs, with no exclusions. F&A is calculated as a percentage of the total project amount.

**Example:** Determining the maximum amount of F&A to charge when sponsor limits to 10% TC

1. **Step 1:** Deduct the allowed F&A percentage from 100% (e.g., 100% - 10% = 90%).

2. **Step 2:** Divide the amount of total direct costs in the budget by this percentage to obtain total costs (e.g., $100,000 / .90 = $111,111).

3. **Step 3:** Multiply the total costs obtained by the
percentage for F&A allowed by the sponsor. This will generate the maximum allowed F&A (e.g., $111,111 * .10 = $11,111).

**Step 4:** Check the calculation. The total costs minus the total direct costs should equal the amount of the F&A charged to the sponsor (e.g., $111,111 - $100,000 = $11,111).

**Total Direct Costs (TDC)** Includes: All direct costs of the project. F&A is calculated based upon the full direct cost amount with no exclusions, and is used for:

- **Industry-sponsored clinical projects** with discounted F&A rate (Note: MTDC used when clinical trial sponsor is governmental or non-profit and full federally negotiated rate is charged)
- **Projects for which governmental or non-profit sponsor has an established, published policy limiting the amount of F&A costs** (provide policy documentation/URL)
- **Exceptions as approved by the EVPRI** (via the F&A Cost Burdening Waiver Request)

**Keyword** Word or phrase that describes the content of a project, used to facilitate searching within iRIS and PeopleSoft.

**Material transfer agreement** Contractual document that defines the conditions under which tangible research or other materials can be transferred and used among organizations.

**Nondisclosure agreement** Legally binding contract by which one or more parties agree not to disclose confidential information that they have shared with each other as a necessary part of doing business together.

**Off/on campus**

- **Off** Property not owned or leased by UoFL, including affiliated hospitals and private medical practices.
- **On** Property owned or leased by UoFL, including Belknap Campus, university space within Health Sciences Center, and Shelby Campus.

**Person month** Unit of time for measuring the effort that university personnel (faculty and staff) devote to a specific project. Based on the individual’s institutional appointment type (which may be calendar year, academic year, and/or summer term) it is expressed as calendar months for individuals with 12-month appointments, and as a combination of academic and summer months for individuals with non-12-month appointments.

**Personnel category** Grouping used in online submission forms.

**Senior/key personnel** PI and other individuals who contribute to the scientific development or execution of a project in a substantive, measurable way, whether or not they receive salaries or compensation under the grant. Typically these individuals have doctoral or other professional degrees, although individuals at the masters or baccalaureate level may be considered senior/key personnel if their involvement meets this definition. Consultants and those with a postdoctoral role also may be considered senior/key personnel if they meet this definition. Senior/key personnel must devote measurable effort to the project whether or not salaries or compensation are requested. "Zero percent" effort or "as needed" are not acceptable levels of involvement for those designated as senior/key personnel.

**Non-key personnel** Individuals who participate in a project but who do not contribute to its scientific development or execution in a substantive, measurable way, whether or not they receive salaries or compensation under the grant.

**Other significant contributor** Individual who has committed to contribute to the scientific development or execution of the project, but is not committing any specified measurable effort (person months) to the project. The individual’s contribution is typically presented as "effort of zero person months" or "as needed." Individuals with measurable effort may not be listed as other significant contributors. Consultants should be included if they meet this definition.

**Program classification structure (PCS)** Set of defined categories for examining the operations of an institution in relation to the accomplishment of that institution’s objectives and integral to sound and accurate financial reporting; logical framework among institutions of higher education for arraying information in a common, comprehensive and compatible language. PCS codes commonly used by UoFL Sponsored Programs include:

**01 Instruction (also 01C instruction_contract)** Expenditures for all activities that are part of an institution’s instructional program, including credit and non-credit courses, academic, vocational, technical, remedial, tutorial, regular, special and extension sessions. Excludes expenditures for academic administration when the primary
assignment is administration, for example, academic deans. However, expenditures for department chairpersons, in which instruction is still an important role of the administrator, are included in this category. Note: Research technique training utilizing the same facilities as other research and development activities is categorized as 02 research.

02 Research (also 02C research_contract)
Expenditures for all activities specifically organized to produce research outcomes, whether commissioned by an outside agency or separately budgeted within the institution, and for individual, institute, research center or project research. Note: Per NIH and NSF grant policies, all awards issued by NIH or NSF meet the definition of “research and development” and are categorized as 02 research regardless of the substance of the work performed by UofL. Phase I, II, and III clinical trials are categorized as 02 research, but phase IV post-market clinical trials are categorized as 03 public service.

03 Public service (also 03C public service_contract) All funds expended for activities established primarily to provide non-instructional services beneficial to individuals and groups external to the institution. These activities include community service programs (excluding instructional activities) and cooperative extension services. Note: Phase IV post-market clinical trials collect information on risk, benefits and optimal use, and are categorized as 03 public service.

06 Institutional support Expenditures for executive-level activities concerned with the overall management, fiscal operations, general administration and logistical services, administrative computing services, and public relations/development for the entire institution.

08 Student financial aid Expenditures for scholarships and fellowships, from restricted or unrestricted current funds, given to students in the form of grants resulting from selection by the institution or from an entitlement program. It also includes trainee stipends, prizes and awards, except trainee stipends awarded to individuals who are not enrolled in formal course work.

Project In iRIS, entire dataset representing a grant or contract (compare with study).

Project contribution, percent Represents the contribution that each investigator (PI, Co-I) makes to a project. Based upon an agreement between the project’s PI(s) and Co-I(s), it is used to assign institutional “credit” for a project to individuals, units, departments, schools and/or colleges. Project contribution (which does not necessarily align with percent effort) must total to 100 percent for a project and must be greater than or equal to 1 percent for each individual investigator. Only PIs and Co-Is are eligible for project contribution. In the absence of an entry for project contribution, RIF percentages will be used to distribute institutional “credit” for a project.

Purpose Primary intent or aim of a project.

Research and development

Research (basic and applied) Systematic study directed toward fuller scientific knowledge or understanding of subject studied.

Development Systematic use of knowledge gained from research directed toward production of useful materials, devices, systems or methods, including design and development of prototypes and processes.

Research training Training in research techniques where such activities utilize the same facilities as other research and development activities.

Instruction University teaching and training activities (excluding research training), offered for credits toward a degree/certificate or on a non-credit basis; through regular academic departments or separate divisions such as a summer school or extension division.

Public service Non-instructional/non-R&D services beneficial to individuals and groups external to the university; includes health service projects and community service programs but excludes fee-for-service arrangements (e.g., technical testing).

Other sponsored activity Work other than research/development, instruction, and public service; includes contracted/fee-for-service arrangements, non-research standard technical testing/services.

Clinical trial Research study in which one or more human subjects are prospectively assigned to one or more interventions (which may include placebo or other control) to evaluate the effects of those interventions on health-related biomedical or behavioral outcomes.

Clinical research and development Non-interventional or non-prospectively assigned project conducted with human subjects or on human-derived material such as tissues, specimens, and cognitive
phenomena (e.g., observational or specimen study, chart review, survey research).

Research infrastructure funds (RIF), percent Return of a percentage of F&A costs to principal investigators and co-investigators (individual RIF, IRIF) and departments (departmental RIF, DRIF) to support efforts to secure and maintain extramurally funded activities. The percent RIF breakdown is negotiated between a project’s PI(s) and Co-I(s) and determines the distribution of IRIF and DRIF for a project. RIF must total to 100 percent for a project and is limited to PIs and Co-I.s.

Role

Additional principal investigator See multiple principal investigator. This role is authorized to submit IRIS forms.

Administrative assistant In iRIS, anyone who needs access to edit a project in the system (e.g., one tasked with clerical entry into the system on behalf of the PI or with project review on behalf of the unit head). This role is authorized to submit iRIS Nondisclosure Agreement Requests on behalf of the PI; may initiate eProposal submissions to the point of PI signoff.

Co-investigator (Co-I) Key personnel with responsibilities similar to that of a PI on a sponsored project. While the PI has ultimate responsibility for the conduct of a project, the Co-I is also obligated to ensure the project is conducted in compliance with applicable laws, regulations and institutional policy. This role is authorized to submit IRIS forms.

Co-principal investigator (Co-PI) See multiple principal investigator. This role is not authorized to submit IRIS forms.

Department administrator Person who provides varied services for a particular department in the administration of a project. This role is not authorized to submit IRIS forms.

Department approver Chair, dean or a designee responsible for approving a project on behalf of a department. Specify whether department chair, department chair-scientific reviewer, eProp authorized organizational representative, eProp contract specialist, eProp dean, eProp department chair, eProp division chief, eProp EVPRI, eProp grants management specialist, eProp research dean, scientific reviewer. This role is not authorized to submit IRIS forms.

Multiple principal investigator Term used under the NIH multiple PI model to accommodate team-based science and recognize the contributions of team members for projects that do not fit the traditional single PI model. (NSF uses the term Co-PI.) Under the model, one investigator specifically responsible for communication is named the contact principal investigator. This role is authorized to submit IRIS forms.

Other administrative personnel Personnel who provide specialized services in the administration of a project. Specify whether additional research service coordinator, postaward coordinator, clinical trials coordinator, clinical contact, regulatory contact or budgetary contact. These roles are not authorized to submit IRIS forms.

Primary research administrator Person responsible for overall administration and management of an iRIS project. Defaults to project creator. This role is not authorized to submit IRIS forms.

Primary research service coordinator Person responsible for overall coordination of the research activities of a sponsored project. This role is not authorized to submit IRIS forms.

Principal investigator (PI, also project director, PD) Individual who has ultimate responsibility for the design, execution and management of a sponsored project. This role is authorized to submit IRIS forms.

Project contact In iRIS, any person who needs to receive system notifications regarding an iRIS project. Defaults to project creator, and others may be added (e.g., PI, research coordinator). This role is not authorized to submit IRIS forms.

Research support staff Personnel who carry out the research activities of a sponsored project. Specify whether technician, other, other professional, postdoctoral fellow, graduate student (GRA), undergraduate student or key personnel. These roles are not authorized to submit IRIS forms.

Study author Individual, group, or organization primarily responsible for the content of a study. This role is not authorized to submit IRIS forms.

Shell In iRIS, fundamental dataset of a project encompassing the title, assignment of access for personnel, and department involvement.

Site Location where the activities of a project take place.

Solicitation Call or request from a funding entity for proposals for sponsored projects or research, typically under a specific topic or field of study.
Sponsor Patron or funder of a project or research.

PeopleSoft Entity making payments directly to UofL.

Prime In cases of flow-through funding, top-tier entity from which funding originates.

Study In iRIS, entire dataset representing a compliance committee submission (compare with project).

Study type Specific design or aim of a clinical project.

Chart review Pre-recorded, patient data are used to answer research questions

Device study Medical device is being clinically evaluated, regardless of study design

Drug study Evaluation of the use and effects of drugs in regard to efficacy, toxicity, pharmacokinetics, dose-ranging, effectiveness, safety

Observational study Researcher systematically observes behavior without influencing or interfering with it

Other Project or study design—not otherwise listed here—involving human subjects or human-derived material such as tissues, specimens, or cognitive phenomena

Registry Collection/maintenance of information on individuals who consent to their data being used for future studies

Repository Collection/storage of identifiable specimens from subjects who consent to their data being used for future studies

Specimen study Tissue, blood, urine, other biologically derived material is used for diagnosis and analysis

Subaward (subrecipient) Agreement written under the authority of and consistent with the terms of a prime award (grant, contract or cooperative agreement) that transfers a portion of the research or substantive effort to another organization when such expertise is not available with the primary awardee’s institution (compare with contract).

Submission method Means by which a project proposal is submitted to sponsor.

Sponsor portal Online proposal application. Specify whether FastLane (NSF); IRIS-generated system-to-system (Grants.gov); Proposal Central (government, nonprofit and private grant-making organizations); Grants@Heart (American Heart Association); NIH Assist; Workspace (Grants.gov); Other (describe the portal).

Email Electronic mail delivery.

Paper Postal or courier delivery.

Other Provide details.

Submission package, Grants.gov Mapping of data from iRIS into a Grants.gov online submission form.

Submission version Edition of a project proposition.

Continuation Request for continued funding of a project for which the funding or project period is about to terminate. Such proposals are similar to "new" proposals and must be routed and approved in the same manner.

Internal Used for the purpose of tracking documents that will not result in a funded award. Examples include membership agreements, facility use agreements, data use agreements, memorandums of agreement/understanding.

New Application not previously proposed, or an application that was previously proposed but not funded and either not eligible for resubmission or the PI elects to submit as a new application.

Pre-Proposal Application required by a sponsoring agency in advance of an official proposal which will not result directly in an award. May be used for the purpose of determining eligibility, level of competition, volume of anticipated proposals. May be referred to as a “white paper.”

Resubmission Application that was previously submitted but not funded, and is being updated and resubmitted for consideration.

Revision Application that proposes a change in 1) the sponsoring agency’s financial obligations or contingent liability from an existing obligation, or 2) any other change in the terms and conditions of an existing award.

Supplement Request for (or the awarding of) additional funds for an existing award. Examples include administrative and minority supplements.

Transfer Submission of a proposal requesting transfer of an award from another institution due to the transfer of the PI/PD to UofL.

Unrecovered indirect (F&A) costs When UofL’s F&A rate is higher than that allowed on an award, the difference between recouped F&A and the amount had the standard rate been used. Also, as UofL does not charge itself F&A, the amount of F&A lost on cost share