UNIVERSITY OF MIAMI

OFFICE OF RESEARCH ADMINISTRATION

INSTRUCTIONS FOR PCRF-S (Short Form)

(Revised 08/01/2017)

The PCRF-S (Short Form) is used for: a) non-financial related agreements; b) changes to existing sponsored agreements and c) sponsored-required progress reports). If the amendment/modification pertains to supplemental funding, do not use the PCRF-S. Instead, you would use the PCRF-L which is used for new money and/or monetary increases (no matter how small the value). If in doubt, please see the Decision Matrix.

This is a "smart form" which must be filled out electronically. All fields which appear initially are **mandatory fields** and must be completed. Depending upon how those initial questions are answered, additional fields may appear. If so, these fields are also required. Once you complete the form, please print it, route for approval/signature and submit to the Office of Research Administration (ORA) with the package. The routing process should be initiated as early as possible to facilitate timely receipt, review, approval and execution. If you have any questions, please contact your ORA Representative.

TYPE OF AGREEMENT/AMENDMENT/SUBMISSION

Please select the type of agreement/amendment/submission. **PLEASE NOTE:** Depending on your selection, the PCRF-S may need to be signed by the Department Chair or Center/Institute Director, as well as, the Principal Investigator.

SPONSOR INFORMATION

UM's Sponsor

- The entity (federal on non-federal) that the University of Miami will receive funds from directly. **Note: The CRO should never be listed as UM's Sponsor.**

FLOW-THROUGH

- Yes/No. Occurs when Prime Source funds a Prime Recipient who will then subaward/subcontract a portion of the scope/budget to UM. Prime Source terms and conditions often FLOW-THROUGH to UM.

PRIME SOURCE

- If yes to the above, who is the prime source who is funding the project via a prime award, contract, agreement, etc.

CRO

- Clinical Research Organization (CRO) serving pharmaceutical, biotechnology, medical device and consumer healthcare industries providing comprehensive clinical trial management services. **Note: The CRO should never be listed as UM's Sponsor.**

COMPLIANCE INFORMATION

Please provide relevant updated information on the project:

- If this project involves human subjects and requires IRB approval, please confirm and provide documentation confirming IRB approval.
- If this is a project involves animals and requires IACUC approval, please confirm and provide documentation confirming IACUC approval.
- If this project involves use of recombinant DNA and requires IBC approval, please confirm and provide documentation confirming IBC approval.
- In some instances, approval may no longer be needed. Please contact appropriate office (i.e, IACUC, IRB, etc.). If the office determines approval is no longer needed, please attach their email.

SIGNATURES/APPROVALS

Principal Investigator and Department are responsible for obtaining approval from the Department Chair or Center/Institute Director. ORA will obtain additional signatures, if needed.