



University of Pittsburgh

Office of the Provost

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MEMORANDUM

TO: School and Departmental Research Administrators

FROM: George E. Klinzing, Vice Provost for Research

A handwritten signature in black ink, appearing to read "G. Klinzing".

DATE: June 16, 2003

SUBJECT: Web-Based Form 0136 Requirement

In order to meet compliance requirements, proposal submissions involving the use of human or animal subjects and the related subject protocol submissions must be coordinated. Each specific project must be identified and tracked by the submission timeline, per federal agency just-in-time procedures.

Consequently, under the direction of the Office of the Provost, a web-based version of the University **Sponsored Programs Proposal Submission Form** (Form 0136) has been developed and implemented by the Office of Research. This version of the form incorporates attributes that can be archived and retrieved to meet regulatory compliances. This data collection will enable analysis of information required of the University by the Federal government. To date, previous versions of the form have been available for download from the Office of Research site. ***However, it will be required that all research proposals that are submitted to the Office of Research after July 1, 2003 utilize the associated web-based Form 0136.*** At that point forward, previous versions of the form will not be accepted.

To access the web-based Form 0136 go to

http://www.pitt.edu/~offres/forms/0136_intro.html

We thank you for your continuing cooperation in helping the University achieve research compliance in all of its operations.