PI Sign Unfunded Agreement (UFA)

Before the final agreement can be executed, the Contact PI must “sign” the UFA and a corresponding Conflict of Interest Statement. This process is completed using the Sign UFA activity in the UFA workspace.

⚠ “Signing” the UFA does not route it for review. Before the UFA can be routed for review, the Project Team Route UFA activity must be executed (by the PI or Project Team). See the Unfunded Agreements Quick Reference Card for details.

Home Workspace

1. After logging in to eResearch Proposal Management, verify that the PI & Project Team role is selected.
2. Click the UFAs tab.
3. Click the Name of the agreement in the UFAs Not Yet Signed by PI list to open the UFA workspace.

UFA Workspace

4. Click the Sign UFA activity.
5. Click the applicable radio button in response to the conflict of interest question.
6. (Optional) Enter Comments in the field provided.
7. (Optional) Click Add to upload any applicable documents.
8. Click the applicable radio button in response to the Accelerated Clinical Trial Agreement question. (This only displays for Clinical Trials which are Sponsored Trials – Multisite)
9. Click the checkbox to Sign the UFA and Conflict of Interest Statement.
10. Click OK.

The yellow highlighted message no longer appears in the UFA workspace.