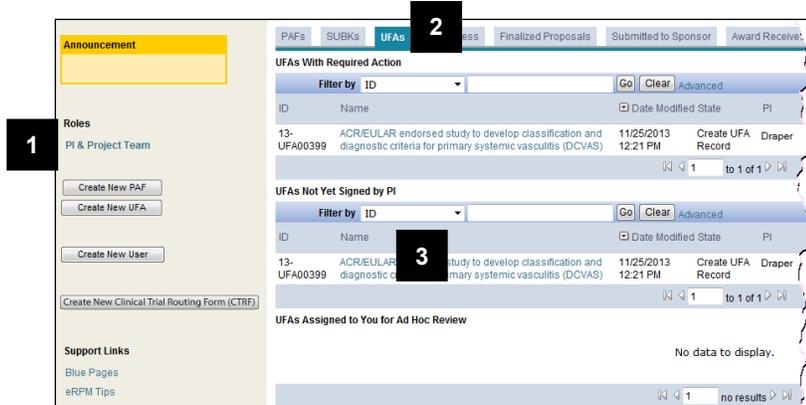eResearch **M** **Proposal Management**

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
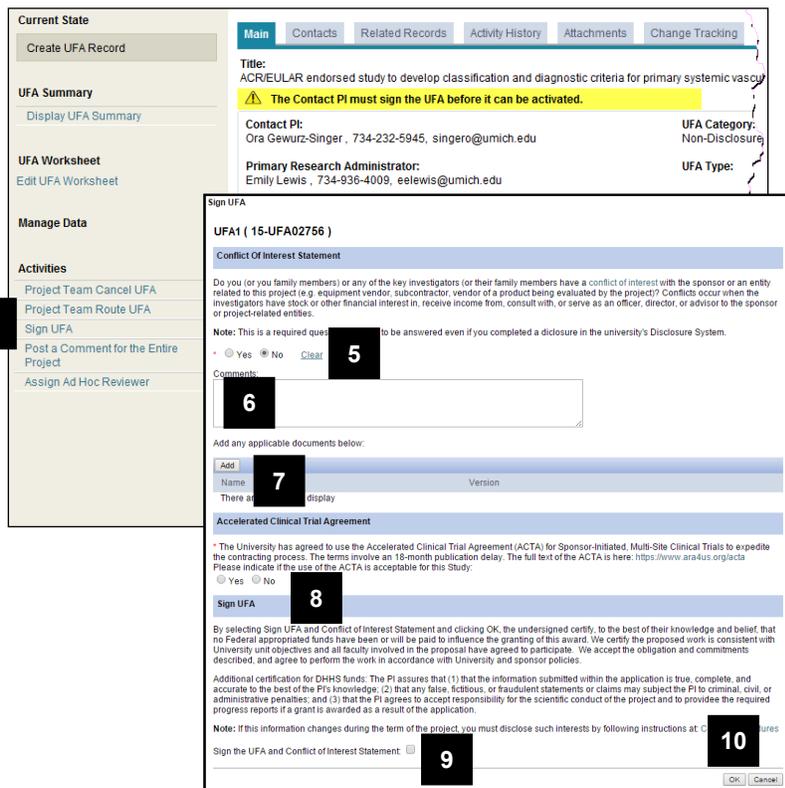
Note the yellow highlighted message alerting you that the UFA has not yet been signed by the Contact PI.

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.