

## When to Use the IPAS Form

### When does a PI/Department use the internal routing form versus an IPAS form?

The UConn Health internal **routing form** is used to request approval for submission of all applications, regardless of whether the PI is applying for internal funds or to an extramural sponsor.

A **new routing form** is also required whenever an award is supplemented by newly obligated funds, since that action may require additional institutional commitments (e.g., personnel, resources, space, etc.).

In contrast, the **IPAS (Initiate Project Action & Signature)** form is designed to address those administrative/financial functions associated with applications/awards which typically do not involve additional commitments, only ongoing or new areas of oversight (administrative/financial/compliance).

### When does SPS Pre-Award use an Award/Fund Setup form versus the IPAS form to notify SPS Post-Award?

Whenever new, additional funds are accepted by UConn Health, SPS Pre-Award will prepare a new **Award/Fund Setup** package for SPS Post-Award. SPS also uses the **Award/Fund Setup** form to address **corrected** (SPS initiated) or **revised** NoGAs (sponsor initiated) awards.

SPS Post-Award will be notified of all other actions involving the management of a sponsored activity via the **IPAS** form (rebudgeting, carryover, no-cost extensions including NCEs requiring a cost-share commitment). Please note that all pre-award transactions are now processed through AMS (Award Management System).

Action	Requires PI/Department to Prepare and Submit	Upon award/institutional review, documentation is forwarded to SPS Post-Award via
Request review/approval for the submission of a <b>Sponsored Activity Application</b> (Grant, Research Agreement, Public Service MOU/MOA or Contract).	Routing Form	Award/Fund Setup
Request review/approval for the acceptance of <b>Additional Funds</b> provided by Sponsor.	Routing Form	Award/Fund Setup
Request review/approval for actions that require <b>SPS and/or agency prior approval</b> (e.g., rebudgeting, carryover, no-cost extensions) *NOTE: pre-award is set up using AMS.	IPAS Form	IPAS Form
Request review/approval for <b>actions that require SPS sign-off</b> (e.g., final agreements that have already been routed, MTAs, JIT or close-out documents, etc.). Note these <b>actions do not involve acceptance of new or additional funds</b> from the Sponsor.	IPAS Form	IPAS Form
Request review/approval for actions that require <b>SPS sign-off and involve new funding</b> (e.g., PI requests that SPS draft research agreement for a proposed study).	Routing and IPAS Forms	Award/Fund Setup