



## OFFICE OF RESEARCH ADMINISTRATION

## INSTRUCTIONS FOR PCRF-L (Long Form)

(Revised 08/01/2017)

The PCRF-L (Long Form) is used for all new, compete and supplemental proposals/applications, as well as all contracts/agreements involving new money and/or monetary increases (no matter how small the value) where sponsored funding will be received by UM. The PCRF-L is NOT USED for **outgoing** contracts, agreements, subawards, etc. The PCRF-L is also not used for: a) non-financial sponsored related agreements, b) changes to existing sponsored-related agreements, and c) submissions of sponsor-required progress reports. Please use the PCRF-S for decreases in funding and/or non-financial amendments and modifications, including sponsor-required progress reports. For clarification 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 proposal/contract package. The routing process should be initiated as early as possible prior to the deadline date to facilitate timely receipt, review, approval and submission (when electronic submissions are handled by ORA). It is the policy of the University of Miami that all sponsored applications/proposals will be received by ORA in advance of the agency’s deadline to meet review and approval requirements. See [ORA Application Deadline Policy](#). If you have any questions regarding how to represent your proposal/contract information within the form, please contact your [ORA Representative](#).

WORKDAY SHORT TITLE
Create a short unique title used to identify the project in Workday. The title field is limited to 25 characters. This is different from the Project Title field.
PURPOSE CODES
The purpose of the project should be taken into consideration when the PURPOSE CODE is selected. This holds true for all projects including registries, questionnaires, specimen collections, etc. Please see the PURPOSE CODES below.
<b>APPLIED RESEARCH</b>
<ul style="list-style-type: none"> <li>Original investigation undertaken in order to acquire new knowledge. It is directed primarily towards a specific, practical aim or objective.</li> </ul>
<b>BASIC RESEARCH</b>
<ul style="list-style-type: none"> <li>Experimental or theoretical work undertaken primarily to acquire new knowledge of the underlying foundations of phenomena and observable facts, without any particular application or use in view.</li> </ul>
<b>DEVELOPMENTAL RESEARCH</b>
<ul style="list-style-type: none"> <li>Systematic work, drawing on knowledge gained from research and practical experience and producing additional knowledge, which is directed to producing new products or processes or to improving existing products or processes.</li> </ul>
<b>CLINICAL TRIAL</b>
<ul style="list-style-type: none"> <li>Research study in which one or more human subjects are prospectively assigned to one or more interventions (which may include placebo or other control) to evaluate the effects of those interventions on health-related biomedical or behavioral outcomes. PLEASE NOTE: If applying for National Institute of Health funding, you must review their NIH definition as it is more specific.</li> </ul>
<b>RESEARCH TRAINING</b>
<ul style="list-style-type: none"> <li>Includes activities involving the training of individuals in research techniques where the trainee is paid from sponsored research training grants, and where such activities utilize the same facilities as other research and development activities. Includes Career Development Grants. Typically, these grants only allow Facilities &amp; Administrative Cost Rate of 8%.</li> </ul>
<b>RESEARCH FELLOWSHIP</b>
<ul style="list-style-type: none"> <li>Funding requested for educational purposes (including Pre and Post-Doctoral Fellows). Typically, these include Pell grants, Federal Work Study Program, Federal Supplemental Educational Opportunity Grant Program, Florida Resident Access Grant, and others.</li> </ul>
<b>INSTRUCTION</b>
<ul style="list-style-type: none"> <li>Funds requested for curriculum development and for conferences, seminars where the primary service is to educate.</li> </ul>
<b>OTHER SPONSORED AGREEMENTS</b>
<ul style="list-style-type: none"> <li>Funding requested for patient services, social services, or infrastructure support that are neither for research, instruction, fellowships, clinical trials, nor research training. Includes Facilities and Equipment funding, as well as Inter Personal Agreements (IPAs) supporting personnel working at a federal agency.</li> </ul>
PROPOSAL/CONTRACT/AMENDMENT TYPES
<b>NEW</b>
<ul style="list-style-type: none"> <li>An application requesting financial assistance for a new project/activity that must compete for support, usually through a peer review process at the agency.</li> <li>Anticipation of financial assistance for a new project/activity that must be negotiated through a contract/agreement.</li> </ul>
<b>SUPPLEMENTAL REQUEST</b>
<ul style="list-style-type: none"> <li>An application requesting an increase in support for expansion of the project’s approved scope of work in a current budget period. The request may specify budgetary changes required for the remainder of the project period, as well as for the current budget period.</li> <li>Anticipation of an increase in support, scope, number of participants and/or tests for expansion of the project’s approved scope of work in a current budget period through a contract/agreement amendment.</li> </ul>

<b>COMPETING RENEWAL</b> <ul style="list-style-type: none"> <li>An application requesting funding to continue, by one or more additional budget periods, of an existing award that would otherwise expire.</li> </ul>
<b>SPONSOR INFORMATION</b>
<b>UM'S SPONSOR</b> <ul style="list-style-type: none"> <li>The entity (federal or non-federal) that the University of Miami will receive funds from directly. <b>Note: The CRO should never be listed as UM's Sponsor.</b></li> </ul>
<b>FLOW-THROUGH</b> <ul style="list-style-type: none"> <li>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.</li> </ul>
<b>PRIME SOURCE</b> <ul style="list-style-type: none"> <li>If yes to the above, who is the prime source who is funding the project via a prime award, contract, agreement, etc.</li> </ul>
<b>CRO</b> <ul style="list-style-type: none"> <li>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.</li> </ul>
<b>BUDGET SUMMARY</b>
<p>Always begin the Budget Summary in the 1<sup>st</sup> Year column, even when processing a non-competing renewal or supplemental application. Additionally, when preparing a PCRf-L for a multi-year project, the Budget Summary should be completed for all anticipated budget years. Except for Non-Federal Clinical Trials, do not place all funds within a single year. We have included multiple F&amp;A Rate lines which allow you to insert varying rates for Budget Year 1, Budget Year 2 and Budget Years 3-5, as needed. If the F&amp;A Rate remains the same each Budget Year, please input it for each of the budgetary lines.</p>
<b>DIRECT COSTS SUBJECT TO FACILITIES &amp; ADMINISTRATIVE RATE</b> <ul style="list-style-type: none"> <li>All direct costs not excluded per UM's Federally Negotiated <a href="#">F&amp;A Rate Agreement</a>. For all other proposals/contracts, use total direct costs unless specified otherwise by the sponsor and/or funding announcement. Only Non-Federally funded Clinical Trials, as defined under Project Types, may use the 29% F&amp;A Rate. All other industry-sponsored projects must use the full F&amp;A rate.</li> </ul>
<b>DIRECT COSTS NOT SUBJECT TO FACILITIES &amp; ADMINISTRATIVE RATE</b> <ul style="list-style-type: none"> <li>All costs expressly identified as exclusionary costs within UM's Federally Negotiated <a href="#">F&amp;A Rate Agreement</a>. For all other proposals/contracts, those costs not subject to F&amp;A as specified by the sponsor/funding announcement.</li> </ul>
<b>COST SHARING</b> <ul style="list-style-type: none"> <li>Project costs not borne by the sponsor but supported by contributions from the recipient and/or third parties, both cash and in-kind. Cost share should only be included within a proposal/contract when required in writing by our sponsor. Even then, cost share the amount required, but no more. The department must be prepared to incur this cost share commitment which translates into real dollars. Cost sharing must be broken out by budget year to accurately reflect the overall cost share commitment. You have the ability to add additional cost share lines as needed. Voluntary cost sharing is <b>NOT</b> normally allowed by the University of Miami. Please consult with your ORA Representative before including voluntary cost sharing within an application.</li> </ul>
<b>CALCULATIONS</b> <ul style="list-style-type: none"> <li>Once the F&amp;A Rates are entered, the form will automatically calculate F&amp;A Costs. Total Agency Funds Requested, Total Project Costs and Total All Years will also auto-calculate.</li> </ul>
<b>F&amp;A WAIVER SECTION</b> <ul style="list-style-type: none"> <li>The F&amp;A Waiver section is only completed when PI/department are requesting a lower F&amp;A Rate than what is allowed by the sponsor. [When the sponsor mandates a lesser rate than our federally negotiated rate, please print out the agency policy and attach it to the PCRf-L. In these instances, the waiver section is NOT completed.] Whenever possible, we should incorporate the appropriate UM Federally Negotiated Rates; therefore, F&amp;A Waivers are strongly discouraged. When a waiver is absolutely needed, please complete the waiver section reflecting the amount waived each budget year, as well as the cumulative total. The form will auto-calculate F &amp; A Entitlement and Total F &amp; A Waiver Requested once you've inserted the F&amp;A Rate.</li> </ul>
<p><b>Note for Clinical Trials:</b> The Budget Summary section should include any offer from the Sponsor. If the Sponsor offered a per patient amount plus fixed costs, complete the calculations based on the anticipated enrollment, including the fixed costs.</p>
<b>BUDGET INFORMATION, INCLUDING FACULTY &amp; STUDY PERSONNEL EFFORT</b>
<p>For Clinical Trials, the PI/Department are responsible to calculate all the personnel time and study specific items and include them in this form. ORA is responsible to build the patient care and institutional fees portions of the budget, and review the entire budget.</p>
<b>EXPORT COMPLIANCE INFORMATION</b>
<b>FOREIGN PERSON</b> <ul style="list-style-type: none"> <li>An individual who is not a United States citizen, a permanent resident alien (green card holder) of the United States, a lawfully-admitted temporary resident alien or refugee or other protected individual as defined by 8.U.S.C. 1324b(a)(3). Students, faculty, observers, post-doctorates, and any other person who is in the United States on any visa type for any length of time, are considered a Foreign Person. Foreign Person status applies to entities who are not registered in the U.S., including foreign governments.</li> </ul>
<p><b>Questions</b> - If you have questions regarding Export Compliance, please visit the Export Compliance website at <a href="http://www.miami.edu/exportcontrol">www.miami.edu/exportcontrol</a> or call (305) 284-9558.</p>
<b>LIST ALL RESEARCH PERFORMANCE LOCATIONS</b>
<ul style="list-style-type: none"> <li>Please list all research performance locations, including room number.</li> </ul>
<b>FINANCIAL CONFLICT OF INTEREST</b>
<p><b>Questions</b> - If you have questions regarding Financial Conflict of Interest, please contact Research Compliance at (305) 243-4054.</p>
<b>SIGNATURE/APPROVALS</b>
<ul style="list-style-type: none"> <li>PI/Dept. are responsible for obtaining signature approval from Chair, Center/Institute Director and/or Foundation Relations, as applicable. ORA will obtain the signatures of Vice Provost for Research, Executive Dean for Research, ORA and Board Authorized UM Official, as appropriate.</li> </ul>