Completion of the Sponsored Programs Application (SPA) is required for all new studies at HPHC/I. All sections of the SPA form, the applicable sections of the Routing and Certification Form (signature routing sheet) and applicable appendices are required regardless of whether the study is funded or unfunded. The completed forms must be submitted to the appropriate Grants Manager in the Office of Sponsored Programs **a minimum of three weeks** prior to submission for funding or prior to the start of the study if unfunded.

1. **SPA FORM SECTIONS**

The following forms comprise the revised OSP SPA:

1. SPA Form
2. Routing and Certification Form (pdf)
3. Appendix A – Sole Source Justification
4. Appendix B – Impact on Non-DPM Departments
5. Appendix C – HPHC Data Use Vetting
6. Appendix D – Information Checklist for Privacy & Security Evaluation

At a minimum, each new study will require completion of the SPA Form and the Routing and Certification Form. It is strongly advised that if the planned project is complex, involves multiple subcontract sites, requires the involvement of Atrius Health or HCA or the use of HPHC member data not obtained through RSDC, that the SPA and accompanying forms are submitted to the appropriate OSP Grants Manager **prior** to the above stated three week deadline, to allow for review, routing and additional signatures as needed.

1. **POST-AWARD PRIOR APPROVAL FORMS**

The following forms are available in PDF format for post-award prior approval review and certification for projects already in progress that are adding new elements:

1. Post-Award – Sole Source Justification
2. Post-Award – Impact on Non-DPM Departments
3. Post-Award – HPHC Data Use Vetting
4. Post-Award – Information Checklist for Privacy & Security Evaluation
5. Post-Award – Foreign Collaboration or Travel

These prior approval forms must be completed and approved by OSP prior to engaging in the proposed work.

If you have questions or concerns regarding the SPA or Post-Award forms, please contact your OSP Grants Manager.