

TDX vs VERAS Guidelines

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TDX Submission Types:

[Contract Review Unit](#)

Ticket types include outgoing subawards and ~~non~~ funded agreements.

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- If you already have an existing and approved Service Center and have an agreement for a service type under your service center, use this ticket type to initiate review of a new agreement or amendment.

OSP Administrative and Technical

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- o Please provide a budget breakdown for each new index that also indicates what index(es) and category/ies the funds for these new indexes should come from to net zero (e.g. rebudget from one index to another).
- o Please also provide a suggested index title and complete the 'department/ORGN' field to reflect the unit that you want this additional index setup under.
- o Use the comments field to add specific details per index.
- o This service should not be used for an [early setup request](#) - if you need an early setup please visit VERAS to submit the early setup request form in VERAS directly.
- x **PI or Co-PI Leaving, Retiring, Transfer Request**
 - o This internal form is required to initiate the processes necessary for compliance when a sponsored project PI, ~~Co~~PI (or senior key person) is planning to resign, change positions, retire, or transfer projects from the University of Idaho to a new entity.
 - o The form asks for detail on each sponsored project that will be effected by the changes and is to be used to gather approvals from the Chair and Dean, as well as other necessary approvers.
 - o Note that this form does not take the place of any required sponsor prior approval request(s) which are project specific and should be inputted VERAS as part of the PI

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Ticket types include submission of Just Time information or Agency Portal Submission

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Proposals Forms and proposal revisions.
Sponsor Prior Approvals

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