Information for Tables

Dr. Alice Pasvogel will collaborate among the various units to obtain information and assist the faculty with completing the tables. A minimum of 15 working days is required from the initial request to complete the table as multiple offices must be contacted to complete the information. Please submit the request immediately after filing out the Intent to Submit Form to ensure adequate time to complete the request.

If the grant application includes tables with student and/or faculty information, the following is the procedure for obtaining the information for your training tables.

1. Contact Dr. Alice Pasvogel in the Office of Research & Scholarship (apasv@aizona.edu). Include in the email the specific information that is needed.

2. Student Data: Include a description of the data needed, a copy of the Student Data Request Form that was submitted, a copy of the table(s), the instructions for completing the table(s), and the date the information is needed. A minimum of 15 working days is required to process all data requests and complete the tables. When the data is received, please forward it to Dr. Pasvogel.

3. Faculty Data: Include a description of the data needed, a copy of the table(s), the instructions for completing the table(s), and the date the information is needed. A minimum of 15 working days is required to process all data requests and complete the tables. Dr. Pasvogel will forward this request to the Business Office for all faculty data requests.

4. Research Data: Include a description of data needed, a copy of the table(s), the instructions for completing the table(s), and the date the information is needed. A minimum of 15 working days is required to process all data requests and complete the tables. Dr. Pasvogel will coordinate with Pre-Award to complete research tables.

When the data is received, Dr. Pasvogel will add the data to the table(s) and send it to the PI for review. Once finalized, Dr. Pasvogel will send to the PI and to Pre-Award.