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**Annual Project Partnership Review (PPR)**

Research partnerships often change, evolve, or dissolve as a project progresses. This annual project partnership review supports campus principal investigators as they navigate their contracts, MOUs, scope of work, and agreements with their external partners. The goal is to ensure that expectations align with work performed, and to realign if and when necessary.

This review is performed by the OSPRI Contract Specialist in consultation with the PI, at least 45 days before the project’s anniversary date.

Date of review:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

General Information

Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sponsor(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Award #/Contract Period (start and end dates): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Amount: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount remaining to spend $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

UCCS Speed Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

UCCS Principal Investigator(s) (PI): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name(s) of External Partners/Entities \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

General External Partner Project Performance

\_\_\_\_ Regularly meeting project deadlines (approximately 75% of time)

\_\_\_\_ Partner’s project goals remain unchanged

\_\_\_\_ Statement of Work activities remain appropriate for achieving project goals

\_\_\_\_ External partner has access to sufficient resources

\_\_\_\_ Project currently on schedule to finish by award/contract end date or is no-cost extension request expected?

Specific External Partners/Participants (repeat as needed for each partner)

\_\_\_\_ Comply with award/contract terms and reporting requirements

\_\_\_\_ Collaborate effectively on project activities

\_\_\_\_ Timely comply with PI requests

\_\_\_\_ Required training is current

\_\_\_\_ Regular communication on project activities with PI and partners

\_\_\_\_ Providing sufficient resources to meet its responsibilities

\_\_\_\_ Collaborate to resolve issues as they arise

Concerns/Issues (repeat as needed for each partner)

\_\_\_\_ Award/Contract modification needed

\_\_\_\_ Budget amendment needed

\_\_\_\_ Project goals are/need changing

\_\_\_\_ Change in external partners/participants is needed

\_\_\_\_ Funding appears insufficient to finish project per contract/grant proposal

\_\_\_\_ Slow/Untimely payment request processing

\_\_\_\_ Equipment/Facilities (access/availability/condition)

\_\_\_\_ External factors delaying/preventing project work

\_\_\_\_ Revised SOW/MOU/LOS needed

Describe briefly concerns or issues regarding any items noted above.

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Any other concerns/questions not covered here?

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