Quick Reference

RESEARCH DEPARTMENT DETERMINATION......2
Research Department Determination

Where to start?
1. Determine if the PI’s home department is the submitting department.

How do I complete the Research Department Determination SmartForm?
2. If the PI home department and submitting department are the same indicate Yes. Continue to Step 4.
3. If the PI home department and submitting department are different indicate No.
4. Click … to select the Department/Center/Institute.
5. Search for your Organization and click Go.
6. Select your Organization and click OK.

What’s next?
7. Click Continue to begin Compliance Review.