



HSC SPONSORED PROJECTS/ DEPARTMENT TRAINING CLICK ERA

Welcome to Click

What will we be learning today?

- Click Workflow
- Navigating the Click Workspace
- Creating a New Funding Submission
- Submitting for Department Review/Department Approvals
- Generating COIs
- Request to Spend Funds
- F&A Splits
- Creating a Follow-on Submission
- Creating a No Cost Extension request
- Creating a Competitive Renewal Submission
- Creating an Ancillary Agreement Submission
- How to get Click help

Roles Available in Click

Role	Description
Research Coordinator (PI)	Given to the PI. Allows the PI to create submissions, submit request to spend funds, request no-cost extensions, view documents, and view the reports tab.
Study Staff (PI Assistants)	Given to individuals who assist the PI with submissions. Allows staff to create submissions, submit request to spend funds, request no-cost extensions, view documents, and view the reports tab.
Department Approver /Chair	Given to the individuals who will be approving the project. Allows DA's to view the submission and Approve, Disapprove, or Reassign Approvers
Sponsored Project Officer, PreAward / SPO	Used only in the Central Office and allows overwrite access and creation of all features

An individual may have multiple roles depending on his or her department's needs.

Before You Get Started...

Click works best in Chrome.

Be sure that pop-ups are allowed in your browser

How to get accounts:

- Email Sean Gonzales at sgonzales@salud.unm.edu, and include your name, email address, and Click role, and Banner ID.
- If you already have an account for COI certifications, we will add the appropriate grant role to your existing account.
- PIs or their Study Staff may email PreAward directly to have an account created

Logging In

You can reach the CLICK site from the SPO/PreAward website: hsc.unm.edu/financialservices/preaward

Select "Login to Click ERA"

The University of New Mexico UNM A-Z StudentInfo FastInfo myUNM Directory more

UNM HEALTH SCIENCES CENTER
Sponsored Projects Office

Home About Reports Contracts & Grants Ancillary Agreements Forms & Documents Training

UNM > HSC > Home

Apply for a Grant with Workspace

WORKSPACE is HERE!

The traditional SF424 PDF package is being retired as of December 31, 2017. Applicants will no longer be able to download the older, single PDF application package of forms. The new online forms interface is now available in Grants.gov (as of February 2017) and is only accessible through Workspace. Please click on the image to take the training to learn more about Workspace and how to use it!

Sponsored Projects Office (SPO) / Pre-award

***NEW* INFORMATIONAL BROCHURE**

Need an animal assurance number or DUNS number? Print out this [handy reference brochure](#) (opens in a new tab), and you can always have these numbers readily available at your desk.

SUBMISSION DEADLINES

Please note the following submission deadlines when submitting your project to Pre-Award:

SPO Links

- [A-133 Audits](#)
- [Training Opportunities](#)
- [Links to Funding Agencies](#)
- [Other Key UNM Offices](#)
- [Uniform Admin Req: Fed Awards](#)
- [Conflict Of Interest \(COI\)](#)
- [COI - Training](#)
- [HSCLink Web Access](#)
- [About Public Affairs](#)
- [stc.unm.edu Tech Transfer](#)
- [UNM Learning Central](#)

Office Hours:
Monday - Friday: 8am - 5pm

Sponsored Projects Office (SPO)
MSC09 5220
1 University of New Mexico
Albuquerque, NM 87131-0001

Physical Location:
1650 University Blvd NE
Second Floor, Suite 2200

Phone: (505) 272-9383
Fax: (505) 272-0159
hsc-preaward@salud.unm.edu

Logging In

Enter your User Name and Password here:



UNM HSC Login

Non HSC Login

If you are a member of UNM HSC and have a current HSC NetID, please click on the UNM HSC Login button.

All other, please click on the Non HSC Login button (includes UNM main campus).

Secure Logon
for University of New Mexico
Health Sciences Center

HSC NetID

Password

Logon

- This login screen can also be reached directly at: <https://era.health.unm.edu/GrantsCOI/>
- If you have problems logging in, please contact one of the administrators below:
 - Sean Gonzales, SGonzales@salud.unm.edu, 505-272-3495
 - Danielle Jones, DCRepella@salud.unm.edu, 505-272-4076

Navigating the Workspace

After logging in, users will be directed to their Inbox in the CLICK workspace. This workspace will show a snapshot of the user's most recent projects.

UNM HEALTH SCIENCES CENTER | Electronic Research Administration

Hello, Study Staff

My Inbox | Home | Grants | COI | Reports

Proposal Team

My Current Actions

- Create My Certification
- Create New Funding Submission
- Create Competitive Renewal
- Create New Ancillary Agreement

Shortcuts

- My Home
- COI Reports
- UNM COI Information
- COI Discloser Guide

Page for Study Staff

Welcome to your Personal Workspace. From this workspace you can

- Create Funding Proposals using SmartForms** that will guide you through all award-related institutional submission requirements of Federal Grants, SF424 eSubmission for NIH, Industry Contracts and Foundation awards.
- Manage your submissions.** All submissions in your INBOX currently require your action. The STATE of the submission determines which ACTIVITIES will be available to you once you click into the project workspace. Your first steps will be to complete the SmartForms and use the SUBMIT activity to start the proposal through the review process.

My Grants		My COI	My Deliverables	In Progress	Pending	Awarded	Withdrawn / Not Funded			
ID	Name	▼ Date Modified	State	PI	▼ Date Modified	State	Primary Sponsor	Submission Type	Last State Change	
FP00004892	Tortellini Alfredo	5/7/2018 11:54 AM	SPO Review: Pending Changes by PI	PI test	5/7/2018 11:54 AM	SPO Review: Pending Changes by PI	Abbott Laboratories Inc.	Renewal	5/7/2018 11:54 AM	
FP00004917	Supercalifragilisticexpialidocious	5/4/2018 2:15 PM	Draft	PI test	5/4/2018 2:15 PM	Draft	NIH / National Cancer Institute (NCI)	New	5/4/2018 11:48 AM	
FP00004865	Madi - Continuation	5/1/2018 11:49 AM	Pending Sponsor Review	Madison Lewis	5/1/2018 11:49 AM	Pending Sponsor Review	NIH / Blueprint for Neuroscience Research	New	4/13/2018 12:55 PM	
FP00004908	Etsdrtyui - Continuation	4/30/2018 5:02 PM	Awarded	PI test	4/30/2018 5:02 PM	Awarded	NIH / National Cancer Institute (NCI)	New	4/27/2018 3:18 PM	
FP00004903	Etsdrtyui	4/27/2018 2:56 PM	Awarded	PI test	4/27/2018 2:56 PM	Awarded	NIH / National Cancer Institute (NCI)	New	4/20/2018 4:27 PM	
FP00004900	Sean	4/20/2018 1:47 PM	Draft	PI test	4/20/2018 1:47 PM	Draft	NIH / Cooperative Human Tissue Network	Renewal	4/20/2018 1:47 PM	
FP00004876	Sour Cherry Clafoutis	4/18/2018 2:26 PM	Pending Sponsor Review	PI test	4/18/2018 2:26 PM	Pending Sponsor Review	NSF / National Science Foundation	New	4/18/2018 2:26 PM	
FP00004870	Happy Baby	4/18/2018 9:38 AM	Awarded	PI test	4/18/2018 9:38 AM	Awarded	HHS / National Institutes of Health (NIH)	New	4/17/2018 4:27 PM	

Navigating the Workspace

- The **Grants** tab is where funding submissions and ancillary agreements can be searched for and created:

The screenshot displays the UNM Electronic Research Administration interface. The top navigation bar includes 'My Inbox', 'Home', 'Grants' (highlighted with a red circle), 'COI', and 'Reports'. The 'Grants' section is active, showing a list of funding proposals and ancillary agreements. The table below lists several entries with columns for ID, Name, Owner, State, PI, Submitting Department, Primary Sponsor, Submission Type, Banner Fund #, Sponsor Award #, Project Start Date, and Project End Date.

ID	Name	Owner	State	PI	Submitting Department	Primary Sponsor	Submission Type	Banner Fund #	Sponsor Award #	Project Start Date	Project End Date
FP00004921	Smartforms Revision Test	Sanchez, Marisa	Final SPO Review	test	Internal Medicine IM	NIH / National Cancer Institute (NCI)	Funding Submission			9/1/2018	8/31/2019
FP00004906	Multi Year Test With COIs	Sanchez, Marisa	Awarded	test	Internal Medicine IM	Abbotsford Foundation	Funding Submission	123654789		3/15/2018	12/31/2021
FP00004912	view test 2	Sanchez, Marisa	Draft	test	Internal Medicine IM	Abbotsford Foundation	Funding Submission	123654789		3/15/2018	12/31/2021
FP00004919	Email Test	Sanchez, Marisa	Disapproved By Department	test	Internal Medicine IM	NIH / National Cancer Institute (NCI)	Funding Submission	1234567		9/1/2018	8/31/2019
FP00004905	New Record II	Sanchez, Marisa	Awarded	test	Internal Medicine IM	NIH / National Cancer Institute (NCI)	Funding Submission	12345	1234567	9/1/2018	8/31/2019
FP00004892	Tortellini Alfredo	Gonzales, Sean	SPO Review: Pending Changes by PI	test	Internal Medicine IM	Abbott Laboratories Inc.	Funding Submission			9/1/2018	8/31/2019
FP00004913	view test 3	Sanchez, Marisa	Not Submitted	test	Internal Medicine IM	Abbotsford Foundation	Funding Submission	123654789		3/15/2018	12/31/2021

Navigating the Workspace

UNM HEALTH SCIENCES CENTER | Electronic Research Administration

My Inbox Home Grants

Create New Funding Submission
Create Competitive Renewal
Create New Ancillary Agreement

Grants
Shows all funding submissions (Grants, Contracts, etc.), and ancillary agreements (MTAs, CDAs, etc.)

Funding Proposals Ancillary Agreements All Projects

Filter ID Enter text to search for Go + Add Filter x Clear All

ID	Name	Owner	State	PI	Submitting Department
FP00004921	Smartforms Revision Test	Sanchez, Marisa	Final SPO Review	test	Internal Medicine IM

Choose the drop down list to see your searchable fields

- Click on “Advanced” to add additional search fields. You can then add rows to the Advanced Search until you have all the desired search fields.

- To search for an existing record, use the search box to filter results. Choose to search Funding Proposals, Ancillary Agreements, or both.

“%” indicates a wildcard

Navigating the Workspace

Funding Proposals Ancillary Agreements All Projects

Filter [?] ID Enter text to search for **Go** + Add Filter ✖ Clear All

and Name Enter text to search for ✖

and Owner's First Na Enter text to search for ✖

and Owner's Last Na Enter text to search for ✖

and State Enter text to search for ✖

and PI Enter text to search for ✖

and Submitting Depa Enter text to search for ✖

and Primary Sponsor Enter text to search for ✖

and Submission Type Enter text to search for ✖

and Banner Fund # Enter text to search for ✖

and Sponsor Award # Enter text to search for ✖

and Project Start Dat Enter text to search for ✖

and Project End Date Enter text to search for ✖

Having trouble finding your record? Modify the search by adding or removing additional fields.

Creating a New Funding Submission

The screenshot shows a web application interface with a navigation bar at the top containing 'My Inbox', 'Home', 'Grants', 'COI', and 'Reports'. The 'Grants' tab is active. On the left sidebar, three buttons are visible: 'Create New Funding Submission' (circled in red), 'Create Competitive Renewal', and 'Create New Ancillary Agreement'. A pink callout box with a red arrow points to the 'Create New Funding Submission' button, containing the text: 'From the Grants tab, select "New Funding Submission"'. Below the sidebar, the main content area is titled 'Grants' and includes a sub-header: 'Shows all funding submissions (Grants, Contracts, etc.), and ancillary agreements (MTAs, CDAs, etc.)'. There are three tabs: 'Funding Proposals', 'Ancillary Agreements', and 'All Projects'. A search filter is present with a dropdown set to 'ID' and a search input field. Below the search is a table with the following data:

ID	Name	Owner	State	PI	Submitting Department	Primary Sponsor	Submission Banner Fund #	Type	Sponsor Award #	Project Start Date	Project End Date
FP00004921	Smartforms Revision Test	Sanchez, Marisa	Final SPO Review	test	Internal Medicine IM	NIH / National Cancer Institute (NCI)		Funding Submission		9/1/2018	8/31/2019



Only select “New Funding Submission” if this is a brand new project that does not have existing history.

DO NOT select “New Funding Submission” if your project is a:

- Non-competing Continuation
- Supplement
- Competitive Renewal (an application for a new cycle of funding, e.g., years 6-10 on an NIH R01)
- Ancillary Agreement (Material Transfer Agreement, Confidentiality Agreement, Data Use Agreement, etc.)

Once you’ve selected the type of submission to create, it cannot be changed. An entirely new record must be completed.

Creating a New Funding Submission

Clicking on “Create a New Funding Submission” will generate a new funding proposal record and display this first page of the smart form:

1.1 Proposal Description & Contacts

UNM HEALTH SCIENCES CENTER | Electronic Research Administration

You Are Here: Smartforms Revision Test

Save Exit Hide/Show Errors Print Jump To Continue

1.1 Proposal Description & Contacts

1.0 * Short Title of Proposal: Smartforms Revision Test

2.0 Full Proposal Title:

3.0 * Program Director / Principal Investigator / Mentor:
PI test ...
If a fellowship, please identify the trainee:
PI Org ID: 851A

4.0 * Fiscal Monitor: Fiscal Monitor ...

5.0 * Administrative Contact: Study Staff ...
Department Accountant:

Mandatory fields are marked with a Red Asterisk

For NIH, maximum 81 characters allowed. If Clinical Trial, please enter "Clinical Trial Phase..." Please use **TITLE CASING** as this title will get published in the HSC Annual Awards Booklet if Awarded.

If title is longer than 81 characters, please enter the full title here.
If Clinical Trial - descriptive title **MUST** be entered here.

Please select Primary PI. If Fellowship, please identify the fellow or trainee.
Please enter PI Banner Org (i.e. 099H21)

Please select your HSC Contract & Grant Accounting Fiscal Monitor. Please click here and enter your department or org code in the search box to find your Fiscal Monitor

Please select the individual (other than the PI) in whom PreAward / SPO can contact with questions for the submission.

Need quick help answering a question? Look at the side bar!

Creating a New Funding Submission

1.1 Proposal Description & Contacts

1.0	<p>* Short Title of Proposal:</p> <input type="text" value="Smartforms Revision Test"/>
2.0	<p>Full Proposal Title:</p> <input type="text"/>
3.0	<p>* Program Director / Principal Investigator / Mentor:</p> <p>PI test <input type="text" value="..."/></p> <p>If a fellowship, please identify the trainee:</p> <input type="text" value="..."/> <p>* PI Org ID:</p> <input type="text" value="851A"/>

Creating a New Funding Submission

4.0 * Fiscal Monitor:
Fiscal Monitor ...

5.0 * Administrative Contact:
Study Staff ...
Department Accountant:
...

6.0 * Select Direct Sponsor:
NIH / National Cancer Institute (NCI) ...

If Direct Sponsor does not appear in list, enter name here and click "SAVE":
...

Agency Contact Name:
Star Lord

Agency Contact Phone Number:
123-456-7890

Agency Contact Email:
Starlord@guardians.edu

If flow through, select Originating Sponsor:
...

* Select Funding Type:
Federal Direct

If you cannot find the sponsor you need, simply enter their information here and click "SAVE". An email will be sent to SPO/Pre-Award to update the system.



Creating a New Funding Submission

Proposal Access Rights Definition:

7.0 Select team members that have EDIT rights:

...

Person	User ID
Study Staff	StudyStaff

8.0 Select team members that have READ only rights:

...

Person	User ID
There are no items to display	

9.0 * Are there other institutional personnel associated with this funding proposal (including key personnel, co-investigators and department staff) who will be included on the budget?
 Yes No [Clear](#)

10.0 Is this a Multi PI Submission:
 Yes No [Clear](#)

These users have READ access to the funding proposal.

You will need to list all employees who are paid or will be performing under the grant (i.e., key personnel, unpaid mentor's, personnel who are cost sharing their effort)

Select "Yes" **only** if Multi-PI is employed within University of New Mexico. If collaborating with another Institution as Multi-PI, please select "No."

« Back **Save** Exit Hide/Show Errors Print Jump To Continue »

Be sure to give "Edit" rights to everyone who will be working on the proposal. This is especially important if the person is not in your department. If the person is not in your department, but need to see the record, then this is the only way to allow access.

Click "Save" first, and then click "Continue".

Generating COI's

UNM HEALTH SCIENCES CENTER | *Electronic Research Administration*

You Are Here: Smartforms Revision Test

1.1.1 Additional Personnel

1.0 Select other Institutional investigators and key personnel that will be involved in this proposal:

+ Add

Last Name	Key / Other Significant	Role	Biosketch	Disclosure
There are no items to display				

2.0 Identify all non-institutional investigators and personnel that will be involved in this proposal:

+ Add

Last Name	Key / Other Significant
There are no items to display	

UNM HSC Employees are entered here

Non-UNM personnel and Main Campus Personnel (if they do not have an HSC ID) are entered here. These include all sub-award personnel and consultants.



Add ALL personnel, both UNM and non-UNM, except the PI.

Everyone's a Lobo, except when you're not! Be careful to separate UNM and non-UNM personnel.

Creating a New Funding Submission

Adding Institutional Staff- AKA, UNM personnel



Add FP_AdditionalPersonnel

Add Institutional Proposal Staff

1.0 **Select Staff Member:**

If you were unable to locate the Institutional Proposal Staff in the Select list above, the Individual may not be in the database. Would you like to add the Individual at this time? Yes No [Clear](#)

* First Name:

Middle Name:

* Last Name:

* Organization:

* Email:

* Banner ID:

Street Address 1:

Street Address 2:

City:

State:

Zip Code:

Country:

Phone:

Fax:

2.0 * **Select Project Role:**

If "Other (Specify)" selected, enter the role below:

Collaborating PI Department (If Multi-PI):

Collaborating PI Budget Percentage (If Multi-PI):

3.0 **Attach a Biographical Sketch:** [None]

4.0 **Attach Current and Pending Support Documentation:** [None]

5.0 * **This Individual Is a:**
 Senior / Key Person on the proposal
 Other Significant Contributor on the proposal
 Other Personnel
[Clear](#)

6.0 **Attach a completed Financial and Intellectual Interest Disclosure Form If Senior / Key proposal personnel.** [None]

If you cannot find the staff member in the system please choose "Yes" for the question below the selection box, and enter the required information. Entering this information will permanently add the person to the system. If you receive an error stating that the person already exists: This means that either the person's name was misspelled when you searched for it, or they may have changed their name (e.g. through marriage). We encourage the liberal use of the wildcard symbol - % - when searching for personnel or organizations. So if you are searching for someone named Smith-Jones, but you are not sure if they are in here under Smith or Jones (or both), by entering "%Smith%" and "%Jones%" into the search box. This will ensure that you are able to find the person in the system.

Select a Project Role. If a Multi-PI Submission, Project Role would be "PI". If the role is not listed, please enter here. If Multi-PI submission, please select the collaborating PI's Department. If Multi-PI submission, please enter the collaborating PI's budget percentage.

All Key and Other Significant Contributors must provide a Biosketch if NIH Submission

Current and Pending Support Documentation is not usually required. Refer to the Funding Announcement to see if it is required at the time of submission.

All Key and Other Significant Contributors must provide a financial disclosure. If you have attached this form on the prior screen under COI Disclosure, you do not need to do so here.

* Required

Search for staff members by name. If you are unable to find your staff member, select "Yes" and these fields will appear for you to enter the staff member information.

Creating a New Funding Submission

Adding Non-Institutional Staff-Subawardees, Consultants, etc.



Add FP_AdditionalPersonnel

Add Other Non-Institutional Proposal Staff

1.0 Select Staff Member:
Staff Member's Employer (Select if Different From Above):

If you were unable to locate the Non-Institutional Personnel in the Select list above, the individual would you like to add the individual at this time? Yes No [Clear](#)

2.0 * Select Project Role:

If "Other (specify)" selected, enter role name below:

3.0 Credential, e.g. agency login:

4.0 Degree Type:
Degree Year:

5.0 Attach a Biographical Sketch:

6.0 Attach Current and Pending Support Documentation: Current and Pending Support Documentation is not usually required. Refer to the Funding Announcement to see if it is required.

7.0 * This individual is a:
 Senior / Key Person on the proposal
 Other Significant Contributor on the proposal
 Other Personnel
[Clear](#)

8.0 Attach a completed Financial and Intellectual Interest Disclosure Form if Senior / Key proposal personnel.


Search for Non-UNM Personnel by name. If you are unable to find your "Other" staff, select "Yes" and fields will appear for you to enter information.

* Required

Creating a New Funding Submission

1.2 General Proposal Information

1.0

Type of Application: 
New

3.0

* Indicate how the forms will be submitted to the Sponsor:

- Electronic
- Non-electronic
- Other

[Clear](#)

If applicable, what is the RFA Number:

PA-16-032

Creating a New Funding Submission

4.0

*** Instrument Type:**

- Grant
- Contract
- Cooperative Agreement
- Subaward
- Clinical Trial
- Clinical Trial Cooperative Agreement
- Clinical Trial Subaward
- CAP: Project
- Professional Service Agreement (PSA)

[Clear](#)

If Clinical Trial:

Enrollment Start Date:

Stage Number:

- 1
- 2
- 3
- 4

Is a Multi-Center Study?

- Yes No [Clear](#)

If CTA & Multi-Center Study -- Does PI Agree to Waive Intellectual Property?

- Yes No [Clear](#)

Creating a New Funding Submission

5.0 * Program Type:

- Research
- Fellowship
- Public Service
- Training
- Instruction
- Other

[Clear](#)

6.0 Is this coming from Clinical Contracting Services: Yes No [Clear](#)

7.0 Is this project supported by Affordable Care Act? Yes No [Clear](#)

8.0 Does this project involve research/service around Native Americans? Yes No [Clear](#)

9.0 Does this project involve research/service around Other/Underserved? Yes No [Clear](#)

10.0 Does this project involve research/service around Hispanics?: Yes No [Clear](#)

11.0 * Does this have cost share/match/in-kind: Yes No [Clear](#)

If yes, please enter the cost share amount:

Please complete and upload the signed Cost Share Commitment Form:
<http://hsc.unm.edu/financialservices/preaward/common/forms/costshare-form.pdf>

[None]

Use the definitions in the side bar to determine Program Type. If you have questions, please feel free to contact SPO/Pre-Award for clarification.

Research = anything that requires the collection of data
Fellowship = F-Grants or of that nature
Public Service = anything that involves community service
Training = T-Grants or of that nature
Instruction = Scholarships
Other = If you cannot fit into one of the above categories.

If the proposal has cost share, the completed form can be uploaded here by clicking "Add". You can access the latest version of the form by clicking on the link and downloading it from the SPO/PreAward website.

Creating a New Funding Submission

1.3 Research Department Determination

1.0

* Select the Submitting Department:

Internal Medicine IM

If PI is not submitting through his or her academic department, has the proper authorization been obtained from the academic Department Chair(s) and/or Center/Institute Director?

Yes No [Clear](#)

Select FAD Category:

Research

The Submitting Department will auto-populate based on the PI's Click record; however it can be updated by clicking "Select..." if necessary.

2.0

Select the Submitting Division:

Creating a New Funding Submission

3rd * Primary Approvers:

First Name	Last Name	Department
Charles	Duxford	Internal Medicine IM

2nd Secondary Approvers:

First Name	Last Name
There are no items to display	

1st Tertiary Approvers:

First Name	Last Name
There are no items to display	

Division Chief:

The approval function allows for departments to select individuals who will review and approve each funding submission. The number of approvers is at the discretion of individual departments and only a primary approver is required.



Please note! If you enter Secondary and Tertiary Approvers, the proposal will have to route through ALL queues before being sent to SPO/Pre-Award for review. This is also the case if you enter multiple "Primary Approvers"- everyone must approve before it is sent to SPO.

Creating a New Funding Submission

1.4 Compliance Review

1.0 For each item listed below, indicate if it is involved in this project:

- * Human Subjects: Yes No [Clear](#)
- * Vertebrate Animals: Yes No [Clear](#)
- * Recombinant DNA: Yes No [Clear](#)
- * Hazardous Materials: Yes No [Clear](#)
- * Radioactive Materials: Yes No [Clear](#)
- * Radioisotopes Human: Yes No [Clear](#)
- * Embryonic Stem Cells: Yes No [Clear](#)

Human Subjects Research and Laboratory Animal Research branching Smart Forms are created when these questions are answered "Yes". Additional compliance information will be required on the following screens.

2.0

* Will there be Protected Health Information (PHI)? Yes No [Clear](#)

If Yes (check appropriate box below):

- All PHI is de-identified
- UNM will give to sponsor
- UNM will receive from sponsor
- Exchange will be mutual
- PHI on informed consent

Creating a New Funding Submission

1.4.1 Human Subjects Research

0.5 * Will an External IRB Act as the IRB of Record? Yes No [Clear](#)

1.0 * Indicate the IRB review status of this research below:
 Approved
 Pending
 Exempt
 Not Yet Submitted
[Clear](#)

2.0 If Exempt and NIH-funded, select the appropriate IRB Exemption Numbers below:
 E1
 E2
 E3
 E4
 E5
 E6

3.0 If approved by the IRB, enter the date of the approval:

4.0 IRB Protocol #, if available:

5.0 If IRB approval is pending, enter the date the protocol was submitted to the IRB:

6.0 Provide any additional information that might be useful for this review:

1.4.2 Laboratory Animal Research

1.0 * Is the research related to this project approved by the IACUC or pending review?
 Approved
 Pending
 Not Yet Submitted
[Clear](#)

2.0 If approved by the IACUC, enter the date of the approval:

3.0 If IACUC approval is pending, enter the date the protocol was submitted to the IACUC:

4.0 IACUC Protocol #, if available:

These screens can be updated throughout the proposal and review process as new information regarding protocol numbers, approval dates, etc. becomes available.

Creating a New Funding Submission

1.5 Commitment of Additional Resources

1.0

If the proposal requires any items that require either institutional approval or commitment, identify them below:

- Hospital personnel
- Renovation, alteration, or unassigned space
- IT Resources (e.g. new applications or databases)
- Purchase or installation of major equipment
- Expanded utility services (e.g. fume hoods, air conditioning)

2.0

If any items are selected above, attach a single document that explains ALL requirements:

[None]

 Upload

Creating a New Funding Submission

3.1 Federal Grant Information (Non-Grants.gov Submission)

1.0	<p>Enter the opportunity number and CFDA number below:</p> <p>Opportunity ID: <input type="text" value=""/></p> <p>CFDA Number: <input type="text" value=""/></p> <p>CompetitionID: <input type="text" value=""/></p>	<p>Choose the Opportunity ID if Applicable (e.g. PA-16-161)</p>
2.0	<p>Opportunity Title:</p> <input type="text" value=""/>	
3.0	<p>Agency Name:</p> <p>[None] <input type="button" value="..."/></p>	

Creating a New Funding Submission

4.0

NIH Grant Type (if applicable):

ID	Name
<input type="radio"/> C06	Research Facilities Construction Grant
<input type="radio"/> D43	International Training Grants in Epidemiology
<input type="radio"/> D71	International Training Planning Grant
<input type="radio"/> D71/U2R	International Training Cooperative Agreement
<input type="radio"/> DP1	Director's Pioneer Award Program
<input type="radio"/> DP2	NIH Director's New Innovator Award Program
<input type="radio"/> DP3	Type 1 Diabetes Targeted Research Award
<input type="radio"/> E11	Grants for Public Health Special Projects
<input type="radio"/> F05	International Research Fellowships (FIC)
<input type="radio"/> F30	Individual Predoctoral NRSA for MD/PhD Fellowship
<input type="radio"/> F31	Ruth L. Kirchstein National Research-Predocotrual Individual
<input type="radio"/> F32	Ruth L. Kirchstein National Research Service Award for Individual Postdoctoral F
<input type="radio"/> F33	Ruth L. Kirchstein National Research Service Awards for Experienced Scientists
<input type="radio"/> F34	MARC (NRSA) Faculty Fellowships
<input type="radio"/> F37	Medical Informatics Fellowships
<input type="radio"/> F38	Applied Medical Informatics Fellowships
<input type="radio"/> G07	Resources Improvement Grant
<input type="radio"/> G08	Resources Project Grant
<input type="radio"/> G11	Extramural Associate Research Development Award (EARDA)

If NIH Choose the NIH Grant Type.

Creating a New Funding Submission

3.3 Federal Grant Program Income

1.0

* Will there be program income?

Yes No [Clear](#)

If yes, provide program income details:

+ Add

Period	Source	Amount
--------	--------	--------

There are no items to display

Creating a New Funding Submission

4.0 Submission Dates

1.0 * Application submission deadline:
6/1/2018

2.0 PreAward / SPO submission deadline:
5/18/2018

If submission to PreAward is AFTER this date, select YES if you have an [approved timeline waiver](#) from Dr. Larson (or the Dean of the College of Nursing/Pharmacy/College of Population Health):
 Yes No [Clear](#)

Upload Timeline Waiver (Required if After Submission Deadline):
[+ Add](#)

Name	Version
There are no items to display	

3.0 * Expected Start Date:
9/1/2018

Click requires that the "Application Submission Deadline" be **BEFORE** the "Expected Start Date"

If you are submitting your proposal to Pre-Award AFTER the standard due dates (10 business days prior on NIH proposals, 5 business days prior on non-NIH proposals) the system will require you to upload a timeline waiver from Dr. Larson.

Creating a New Funding Submission

Be sure to check the sidebar for instructions regarding how many budget periods to include

6.0 Budget Periods & Subawardee Info

1.0

Use Advanced Editing

Date Project Starts

Date Project Ends

Project Length (Years)

To begin entering budget information you **MUST** click in the shaded area in the "Use Advanced Editing" section, and **THEN** click the checkbox

Indirect costs will **NOT** auto-calculate and must be manually entered.

Period Total will auto-calculate. If your totals are not calculating, click "save" for an updated screen.

Duration (Months)	Start	End	Direct Costs	Indirect Cost Rate	Indirect Costs	Period Total
12	9/1/2018	8/31/2019	\$ 100000	51.5 %	\$ 51500	\$151,500

Rows can be added by selecting the number of additional rows and clicking "Add"

Be sure to verify the start and end dates for each period. If you have a budget period that is longer than 12 months, you must add another period.

2.0

Upload Internal Budget Worksheet (IBW), If Applicable:

+ Add

There are no items to display

Creating a New Funding Submission

3.0 * Do you have subawardee(s)?
 Yes No [Clear](#)

4.0 Subawardee Information

[+ Add](#)

Subawardee	Total Per Subawardee All Periods
There are no items to display	

Total subaward value for all subawardees for all periods: \$0.00

If you have sub-awardees, additional information should be included on the budget page.
Select "Add"

Add SubawardCost

Sub-awardee Name:

If Sub-awardee not found, leave above field blank and enter name here:

Subaward Dollars (\$'s):

[+ Add](#)

Period Number	Amount Per Subawardee Per Period
There are no items to display	

Total Per Subawardee All Periods:
\$0.00

* Required

[OK](#) [OK and Add Another](#) [Cancel](#)

Begin typing your sub-awardee name and select
If it does not appear, type it in the blank field.
Select "Add" to input budget information.

Add more sub-awardees using "OK and Add Another"
Once finished, select "OK"

Creating a New Funding Submission

7.0 Research Performance Sites

1.0

* Is this submission Off-campus? Yes No [Clear](#)

If yes, please specify off-campus location:

If you are using the Off-Campus F&A rate, you MUST specify the off-campus location.

« Back

Save

Exit

Hide/Show Errors

Print

Jump To ▾

Creating a New Funding Submission

9.0 Export Control Screening Questions Form

Does this project contain any of the following:

1.0	* Export Control: <input type="radio"/> Yes <input checked="" type="radio"/> No Clear	Please select "Yes" if your project references an Export Control clause.
2.0	* Does This Project Involve Select Agents or Select Toxins Of Any Amount: <input type="radio"/> Yes <input checked="" type="radio"/> No Clear	A "Select Agent" is one in which poses a severe threat to both human and animal health, to plant health, or to animal and plant products. Click here for a list of government identified agents. http://www.selectagents.gov/SelectAgentsandToxinsList.html
3.0	* Foreign National: <input type="radio"/> Yes <input checked="" type="radio"/> No Clear	A "Foreign National" is identified as "an individual who is not a United States citizen, a permanent resident alien of the United States, a lawfully-admitted temporary resident alien or refugee, or other protected individual as defined by 8 U.S.C. 1324b(a)(3). For purposes of Export Controls, individuals on a student visa or H1 visa (including foreign visiting faculty) are considered foreign nationals.
4.0	* Has Dual Citizenship: <input type="radio"/> Yes <input checked="" type="radio"/> No Clear	An individual who is a citizen of two or more nations
5.0	* Has Foreign Collaborators: <input type="radio"/> Yes <input checked="" type="radio"/> No Clear	Foreign collaboration can be defined as "an alliance incorporated out to carry on the agreed task collectively with the participation (role) of resident and non-resident entities."
6.0	* Has Restrictions On Publications: <input type="radio"/> Yes <input checked="" type="radio"/> No Clear	Any restriction on publication of information resulting from research, other than limited prepublication reviews by research sponsors to prevent inadvertent divulging of proprietary information or to insure that publication will not compromise patent right of the sponsor
7.0	* Has Foreign Owned Funding: <input type="radio"/> Yes <input checked="" type="radio"/> No Clear	Foreign owned funding is a business or other entity not incorporated in the U.S. and foreign governments
8.0	* Involves Foreign Travel: <input type="radio"/> Yes <input checked="" type="radio"/> No Clear	Traveling outside of the United States for the purpose of this project
9.0	* Has Proprietary Information: <input type="radio"/> Yes <input checked="" type="radio"/> No Clear	Information that is not public knowledge and that is viewed as the property of the holder
10.0	* Contains FAR Clause 48 CFR 1852.223-74 - Drug and Alcohol-Free Workforce?: <input type="radio"/> Yes <input checked="" type="radio"/> No Clear	Provides that the Institution implement an employee assistance program, training, policy, drug testing, and provisions for treatment for every employee of the Institution
11.0	* Has Security File (TCP): <input type="radio"/> Yes <input checked="" type="radio"/> No Clear	To protect technical information which is specifically not identified under EAR as fundamental research or as educational information
Download, complete and sign the Export Control Exclusion Screening Form (ECES) if any of the above were answered Yes: http://hsc.unm.edu/financialservices/preaward/common/forms/export-control-screening-form.pdf		Please download for most current version.
Attach completed ECES form here: [None] <input type="button" value="Upload"/>		Upload completed (including PI Signature) form here

If any of the Export Control Screening questions are answered "Yes", upload the completed and signed Export Control Screening Exclusion form. The completed form can be uploaded here by clicking "Add". You can access the latest version of the form by clicking on the link and downloading it from the SPO/PreAward website.

Creating a New Funding Submission

You Are Here:  Smartforms Revision Test

[« Back](#)

 Save

 Exit

 Hide/Show Errors

 Print

 Jump To ▾

10.0 Additional Forms

VA MOU:

1.0 * Does the PI have a joint appointment with the Veterans Administration: Yes No [Clear](#)

1.1 If yes, will funding be coming through a NIH Direct Award or NIH flow through subaward: Yes No [Clear](#)

1.2 If both questions are yes, please complete and upload VA MOU form: <http://hsc.unm.edu/financialservices/preaward/common/forms/va-mou-form.pdf>

[None]  Upload

Building Modification:

2.0 * Are building renovations or improvements proposed in this project: Yes No [Clear](#)

2.1 If yes, please complete and upload a Building Modification Request Letter -- a sample letter can be found at: <http://hsc.unm.edu/financialservices/preaward/common/forms/building-renovations-approval-memo.doc>

[None]  Upload

Creating a New Funding Submission

11.0 Misc Submission Information

1.0	* Does the project include Consultants: <input type="radio"/> Yes <input checked="" type="radio"/> No Clear
2.0	If NIH or NIH flow through, please indicate the NIH Mechanism: <input type="text" value="R"/>
3.0	NIH Activity Number: <input type="text" value="01"/>

If you are unsure whether or not your proposal includes Consultants, please refer to the SPO/Pre-Award website for additional information (<http://hsc.unm.edu/financialservices/preaward/contracts-grants/sub-awards/index.html>) or contact your SPO/Pre-Award officer for clarification.

If your Direct or Originating Sponsor is NIH, 2.0 and 3.0 are required.

Creating a New Funding Submission

11.0 Misc Submission Information


1.0 * Does the project include Consultants: Yes No [Clear](#)

2.0 If NIH or NIH flow through, please indicate the NIH Mechanism:

3.0 NIH Activity Number:

4.0 * Does this project include UNM Collaborators from a campus other than your own?: Yes No [Clear](#)

5.0 If Yes, Select all collaborating campuses:

ID
<input type="checkbox"/> Branch Campus
<input type="checkbox"/> HSC / College of Nursing
<input type="checkbox"/> HSC / College of Pharmacy
<input type="checkbox"/> HSC / College of Population Health
<input type="checkbox"/> HSC / CTSC
<input type="checkbox"/> HSC / Health Sciences Library and Informatics Center
<input type="checkbox"/> HSC / School of Medicine
<input checked="" type="checkbox"/> Main Campus 
<input type="checkbox"/> Other

If your proposal includes Main Campus activities, be sure to include a Main Campus/HSC F&A Split Activity located on the dashboard of your record- even if the F&A is 0%!

Your form will need:

- Detailed budget showing the categories & dollar amounts going to Main Campus and HSC
- Route to SPO

Creating a New Funding Submission

You Are Here: [Smartforms Revision Test](#)

« Back Save Exit Hide/Show Errors Print Jump To ▾ Finish

12.0 Completion Instructions:

1.0 Congratulations! You have completed the SPO required information.
In the toolbar, select "Hide / Show Errors" to validate that this form is complete. Update any errors or incomplete sections.
Select "Finish" in the lower right hand corner if you are ready to initiate the approval process.

« Back Save Exit Hide/Show Errors Print Jump To ▾ **Finish**

Hooray! You've completed the Smart Forms. Don't forget to click "Finish" as the final step!



Draft State

UNM HEALTH SCIENCES CENTER | Electronic Research Administration

Hello, Study Staff

My Inbox Home Grants COI Reports

FP00004921 Funding Submission

Smartforms Revision Test

Current State

Draft

Edit Funding Submission

Printer Version

View Differences

View Smartform Progress

My Activities

- Copy as a NEW Proposal
- Submit For Department Review
- Request FA Split
- RTSF
- Proposal Comments
- Department Documents**
- Withdraw Proposal

PROPOSAL INFORMATION

PD/PI: PI test

Starting Date: 8/1/2016

Submitting Department/Division: Internal Medicine IM

Number of Periods: 0.7

Specialist: Marisa Sanchez

Current Period: 1

Sponsors: NIH / National Cancer Institute (NCI)

Total Direct: \$100,000

SF-424: Banner Fund #: 12345

Total Indirect: \$51,500

Sponsor Award #: 12345

Total: \$151,500

BUDGET TOTALS

SPO Proposal Comments

RTSF Information

Current RTSF

Date Created	Submitted	Funds Amount	Funds Start Date	Funds End Date	PI Approved	Department Chair Will Fund	Dean Will Fund
	No				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Historic RTSFs

Was Approved	Date Created	Submitted	Funds Amount	Funds Start Date	Funds End	Dean Will Fund
There are no items to display						

(Funding Proposal - Proposed)

After completing the Smart Forms, you will be taken to the Proposal Workspace. Notice that the current state is "Draft"

For a quick way to review your proposal, check out the "Printer Version"

Upload your application materials with the "Department Documents" activity. Anything uploaded into the confidential tab will not be viewable after you click "ok"!!!

Draft State

Upload All Necessary Grant Documents Via the Properties Page

CLINICAL TRIALS: Agreement:
(NOTE: Documents uploaded here will immediately move to a non-public section of the system - you will not be able to see them once you click "OK")

+ Add

Name

There are no items to display

CLINICAL TRIALS: Protocol:
(NOTE: Documents uploaded here will immediately move to a non-public section of the system - you will not be able to see them once you click "OK")

+ Add

Name

There are no items to display

Proposal:

+ Add

Name

Upload Revision 4f5a3adcd487fe2e7485de8df5b210ff-kemil-the-frog-funny-faces (2).jpg

RFA or Application Guidance:

+ Add

Name

There are no items to display

Progress Report:

+ Add

Name

There are no items to display

Just in Time Info:

+ Add

Name

There are no items to display

Internal Budget Worksheet (IBW):

+ Add

Name

There are no items to display

F&A Waiver:

+ Add

Name

There are no items to display

Misc Documents:

+ Add

Name

There are no items to display

Upload your application materials in the appropriate section and click "OK"

OK Cancel

Draft State

Smartforms Revision Test

FP00004921 Funding Submission

Current State

- Draft**
- Edit Funding Submission
- Printer Version
- View Differences
- View Smartform Progress

My Activities

- Copy as a NEW Proposal
- Submit For Department Review**
- Request FA Split
- RTSF
- Proposal Comments
- Department Documents

PROPOSAL INFORMATION

PD/PI: PI test
Submitting Department/Division: Internal Medicine IM
Specialist: Marisa Sanchez
Sponsors: NIH / National Cancer Institute (NCI)
SF-424:
Banner Fund #: 12345
Sponsor Award #: 12345

BUDGET TOTALS

Starting Date: 9/1/2018
Number of Periods: 0.7
Current Period: 1
Total Direct: \$100,000
Total Indirect: \$51,500
Total: \$151,500

SPO Proposal Comments

RTSF Information

Current RTSF

Date Created	Submitted	Funds Amount	Funds Start Date	Funds End Date	PI Approved	Department Chair Will Fund	Dean Will Fund
	No				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Historic RTSFs

When your application is finalized, select the "Submit for Department Review" Activity

Submit for Department Review

Submit For Department Review

Endorsements:

As PI I agree that all information contained within the application/proposal is true, complete and accurate, and acknowledge I as the PI, am responsible for its content. I and the Department hereby accept all responsibility for cost share commitments, F&A split agreement(s), authorizations for use of UH, MIND Imaging, Cancer Center, and Library facilities, curriculum changes, the cost of required building modifications, and coordination with other UNM departments, consultants, collaborators, and subcontractors, involved with this project. I and the Department accept all financial responsibility for the budget, including allowing the set up and use of MULTI-YEAR (project period) index numbers on awards that are dependent on accepted progress reports and incremental funding. I agree to secure HRRC/IRB and/or ARF/IACUC approvals / renewals prior to research and expenditures. I agree that as PI I am responsible for monitoring and certifying effort of personnel on this award in compliance with the sponsor's and UNMHSC's policies. I agree that all potential FCOI's have been disclosed and potential new FCOI situations will be immediately reported to the COI committee. I agree to work with industrial security to develop a compliance plan for export control, if applicable, and to fully disclose any potential export control situations including, to the best of my knowledge, disclosing dual and foreign citizenship of myself and personnel on this award. As the PI, I fully accept responsibility for appropriate scientific conduct of the project, submission of the required progress reports, NIH Pub Med Central filings, clinicaltrial.gov registration, compliance with federal regulations prohibiting debarred/suspended personnel from participating on federally funded projects, and hereby acknowledges that any false, fictitious, or fraudulent statements or claims made in this proposal/application may subject myself as the PI to criminal, civil, scientific misconduct sanctions, and/or administrative penalties.

Note on the sideline: If you do not agree or do not understand anything in this statement, please communicate your questions to the HSC Vice Chancellor for Research, 2-6950, the HSC Compliance Office, 2-2588, or other compliance unit or an HSC Institutional Officer, prior to your acceptance.

One of the following options must be selected:

As PI/PD for this submission, I approve the above endorsements:

As a member of this proposal team, I will obtain the PI/PD's signature for the endorsements:

OK

Cancel

When the PI is ready to Submit to Department for approval, PI or Study Staff will be required to agree to endorsements regarding the validity of the proposal. This is similar to what the PI agrees to when signing the Proposal Data Sheet.

Select "PI" or "Proposal Team" and then click the "OK" button

Notification to Department Approvers

After the PI/Study Staff route the proposal for Department Review, the designated Department Approver will receive this email notification

Funding Proposal Number: FP00000233

PI Name: Bunny Flowers

Department: Internal Medicine IM

Project Title: Sample Proposal Cupcake

Due Date: 4/1/2016

Dear Department Reviewer:

This funding proposal has successfully been submitted by the PI for Department Review and Approval. You have been designated by your Department to verify all information and take action as appropriate.

1) Please click here [Sample Proposal Cupcake](#) to log in to review the Funding Proposal above.

2) Click on "View Funding Proposal" in the upper left hand menu. If the information is to your department's satisfaction, you have the following options:

- **Request Changes from PI:** Requires the PI to make changes or corrections before Funding Proposal is submitted to Sponsored Projects Office (SPO) / PreAward. If you have questions regarding the submission, or require changes from the PI, please select this option which is located under "My Activities" in your workspace.
- **Approve:** Routes Funding Proposal to SPO / PreAward for review
- **Disapprove:** Withdraws the Funding Proposal at the Departmental level

Once you have approved this funding proposal, it will be routed to SPO / PreAward for final review, approval / signature, and/or submitted electronically.

Please note, the Funding Proposal must be submitted to SPO / PreAward for approval 5 Business Days prior to the Sponsor Submission Deadline.

Click on the link to be taken to the proposal pending for review and approval. The Department Approver may also log into Click, and search by the FP#.

Notification to Department Chair

If the Department Chair is not the Primary Approver, s/he will also receive a notification email when the proposal is submitted for Department Review.

This email is for FYI purposes only.

Principal Investigator: [Bunny Flowers](#)

Sponsor: [NIH / National Institutes of Health](#)

Project Title: Sample Proposal Cupcake

Budget Periods:

Period Number	Start Date	Requested Amount
1	7/1/2016	\$151,500.00

There are no items to display

Department Approvers:

Primary:

Charles Duxford

scatanach@salud.unm.edu

There are no items to display

Secondary:

There are no items to display

Tertiary:

There are no items to display

Dear Department Chair,

The proposal referenced above has been submitted to your authorized Department Approver for review and submission to the HSC Sponsored Projects Office/PreAward.

If you did not authorize the person(s) above to approve submissions on your behalf, please contact your assigned Sponsored Project Officer ([Danielle Jones](#)).

If you have further question regarding this proposal, please contact the department approver referenced above.

Department Approver

» My Inbox Home Grants COI

Smartforms Revision Test

COI CERTS INCOMPLETE

There are Conflict of Interest certifications associated with this project that are incomplete. The project cannot

Current State

- Department Review
- View Funding Submission**
- Printer Version
- View Differences
- View Smartform Progress

My Activities

- Approve
- Request Changes
- Disapprove

Project Information | **Review Status** | COI Status

PROPOSAL INFORMATION

PD/PI:	PI test
Submitting Department/Division:	Internal Medicine IM
Specialist:	Marisa Sanchez
Sponsors:	NIH / National Cancer Institute (NCI)
SF-424:	
Banner Fund #:	12345
Sponsor Award #:	12345

BUDGET TOTALS

Starting Date:	9/1/2018
Number of Periods:	0.7
Current Period:	1
Total Direct:	\$100,000
Total Indirect:	\$51,500
Total:	\$151,500

SPO Proposal Comments

RTSF Information

Current RTSF

The Department Approver can view the Funding Proposal/Smart Forms here

Department Approver

Approve

By selecting "OK" at the bottom of this form, this proposal will be submitted to the Sponsored Programs Administration Office for review. Please add any comments you may have regarding the approval of this proposal below:

Comments (Optional):

Attachments:

name	description
There are no items to display	

- At this point the Department Approver is Approving the record. Essentially they are verifying that the information is correct.
- If there are multiple approvers, then they will all need to approve.
- The comment box is for the approver to make any necessary notes for SPO to see.
- Once approved it is routed to SPO for review.

Notification to PI

Once the department approver(s) have submitted the proposal to SPO/ Pre-Award, the PI will receive this notification.

Dear Dr. Flowers,

Funding Proposal Number: FP00000233

Title: Sample Proposal Cupcake

The funding proposal above has been approved by the Department Approver and has now been submitted to Sponsored Projects Office (SPO) / PreAward for review and submission if applicable.

SPO / PreAward (Danielle Jones) will be contacting you within 2 business days or less to discuss their review.

Thank you

You can find additional instruction on the Sponsored Projects Office / PreAward website:

<http://hsc.unm.edu/financialservices/preaward/> **If you have any questions, please contact the Sponsored Programs Administration / PreAward :** (505) 272-6264 or HSC-preaward@salud.unm.edu

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SPO Review

Smartforms Revision Test

COI CERTS INCOMPLETE

There are Conflict of Interest certifications associated with this project that are incomplete. The project cannot be awarded until all COIs have been completed.

Current State

- SPO Review
- Edit Funding Submission
- Printer Version
- View Differences
- View Smartform Progress

My Activities

- Administration
- SPO Administration
- Change PI or Trainee
- Add Study Team Members
- Request FA Split
- RTSF
- Negotiation Received Date
- Negotiation Fully Executed Date
- Negotiation Comments (Activity Log)
- Proposal Comments
- Export Control
- Final Review
- SPO Requests Changes
- Reassign SPO
- SPO Additional Documents
- Department Documents

Project Information | **Review Status** | **SPO Additional Documents** | **SPO Confidential** | **COI Status**

PROPOSAL INFORMATION		BUDGET TOTALS	
PD/PI:	PI test	Starting Date:	9/1/2018
Submitting Department/Division:	Internal Medicine IM	Number of Periods:	0,7
Specialist:	Marisa Sanchez	Current Period:	1
Sponsors:	NIH / National Cancer Institute (NCI)	Total Direct:	\$100,000
SF-424:		Total Indirect:	\$51,500
Banner Fund #:	12345	Total:	\$151,500
Sponsor Award #:	12345		

SPO Proposal Comments

RTSF Information

Current RTSF

Date Created	Submitted	Funds Amount	Funds Start Date	Funds End Date	PI Approved	Department Chair Will Fund	Dean Will Fund
	No				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Historic RTSFs

Was Approved	Date Created	Submitted	Funds Amount	Funds Start Da
There are no items to display				

HISTORICAL DATA


Date Created: 5/10/2018 1:45 PM
Awarded Date: 5/10/2018
NCE Budget End Dates
NCE Processed Dates

If SPO has changes to request, they will return the proposal back to the PI/Study staff.

SPO Review

SPO Requests Changes

Please describe the changes you are requesting:

Department Review Required: 

Comments:

Attachments (Optional):

name	description
There are no items to display	

SPO/Pre-Award can require that the Department Reviewer approve again, but it is not mandatory.

SPO Review

If SPO returns the proposal for changes, the PI will receive this email.

Funding Proposal: FP00000144

Project Title: Sample Proposal Banana

Sponsor: NIH / Consortium for Preclinical Assessment of Cardioprotective Therapies (CAESAR)

Dear Dr. Flowers

Thank you for submitting the above referenced Funding Proposal! In order to make your proposal as successful as possible, our office has identified some potential issues/questions/or missing items that need to be addressed prior to moving forward.

- 1) Log in here to view your funding proposal: [Sample Proposal Banana](#)
- 2) Click on "Proposal Comments" tab on your workspace to view details. If you do not see any details in this area, it is possible Danielle Jones has emailed your review separately.

Thank you,
PreAward / SPO Staff

You can find additional instruction on the Sponsored Projects Office / PreAward website: <http://hsc.unm.edu/financialservices/preaward/> **If you have any questions, please contact the Sponsored Programs Administration / PreAward :** (505) 272-6264 or [HSC-preaward@salud.unm.edu](mailto:preaward@salud.unm.edu)

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SPO Review

Smartforms Revision Test

COI CERTS INCOMPLETE

There are Conflict of Interest certifications associated with this project that are incomplete. The project cannot be awarded until all COIs have been completed.

Current State

SPO Review: Pending Changes by PI

Edit Funding Submission

Printer Version

View Differences

View Smartform Progress

My Activities

Add Study Team Members

Request FA Split

RTSF

Proposal Comments

Submit Changes To SPO

Project Information

Review Status

SPO Additional Documents

COI Status

PROPOSAL INFORMATION

PD/PI:

PI test

Submitting Department/Division:

Internal Medicine IM

Specialist:

Marisa Sanchez

Sponsors:

NIH / National Cancer Institute (NCI)

SF-424:

Banner Fund #:

Sponsor Award #:

SPO Proposal Comm

RTSF Information

Current RTSF

Date Created	Submitted	Funds Amount	Funds Start Date	Funds End Date	PI Approved	Department Chair Will Fund	Dean Will Fund
	No				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Historic RTSFs

BUDGET TOTALS

Starting Date:

9/1/2018

Number of Periods:

0.7

Current Period:

1

Total Direct:

\$100,000

Total Indirect:

\$51,500

1,500

The requested changes can be made and the proposal routed back to SPO by the "Submit Changes to SPO" button.

Conflict of Interest Disclosures

Smartforms Revision Test

FP00004921 Funding Submission

COICERTS INCOMPLETE

There are Conflict of Interest certifications associated with this project that are incomplete. The project cannot be awarded until all COIs have been completed.

Current State

SPO Review: Pending Changes by PI

Edit Funding Submission

Printer Version

View Differences

View Smartform Progress

My Activities

Add Study Team Members

Request FA Split

RTSF

Project Information | Review Status | SPO Additional Documents | **COI Status**

PROPOSAL INFORMATION

PD/PI: PI test
Submitting Department/Division: Internal Medicine IM
Specialist: Marisa Sanchez
Sponsors: NIH / National Cancer Institute (NCI)
SF-424:
Banner Fund #: 12345
Sponsor Award #: 12345

BUDGET TOTALS

Starting Date: 9/1/2018
Number of Periods: 0.7
Current Period: 1
Total Direct: \$100,000
Total Indirect: \$51,500
Total: \$151,500

SPO Proposal Comments

RTSF Information

Current RTSF

COIs are generated when the proposal is submitted for Department Review. All personnel working on the project- including subaward personnel, consultants and/or students- need to complete a COI

Click on the "COI Status" tab for additional information

Conflict of Interest Disclosures

» My Inbox Home Grants COI Reports

Smartforms Revision Test

FP00004921 Funding Submission

COI CERTS INCOMPLETE

There are Conflict of Interest certifications associated with this project that are incomplete. The project cannot be awarded until all COIs have been completed.

Current State

- SPO Review
- View Funding Submission
- Printer Version
- View Differences
- View Smartform Progress

My Activities

- Add Study Team Members
- Request FA Split
- RTSF

Project Information | Review Status | SPO Additional Documents | COI Status

COI Disclosure Certification Status for Year Number: 1

Related Disclosure Certifications:

Disclosure Certification	Discloser	Project State
HSC-COI Initiated Certification for PI test: FP00004921	PI test	Draft

History | Proposed Budget Information | SF424 Summary | Negotiation Comments | Proposal Comments

Activity	Author	Activity Date
Submit Changes To SP	Staff, Study	5/22/2018 9:52 AM
Changes Requested By	Gonzales, Sean	5/22/2018 9:46 AM

If the "Project State" is Draft, the PI/Staff member has not yet completed their COI Disclosure.

Adding Personnel

My Activities

- Request NCE
- Copy as a NEW Proposal
- Create Follow-On Submission
- Add Study Team Members**
- Request FA Split
- RTSF
- Proposal Comments
- Attach Award Budget Sheet
- Department Documents

You can update the project personnel at any time by clicking on "Add Study Team Members". This will generate COI disclosures for any new team members.

To Add study personnel click the Add Study Team Members in My Activities.

A pop up should appear and you'll choose institutional or non-institutional personnel (be sure to click OK once all personnel are added).

Execute "Add Study Team Members" on FP00005565 - Google Chrome

https://era.health.unm.edu/GrantsCOL/sd/ResourceAdministration/Activity/form?ActivityType=com.webridge.entity.Entit...

Add Study Team Members

Change or Add Additional Personnel

Change Institutional Personnel Below:

+ Add

Last Name	Key / Other Significant	Role	Biosketch	Disclosure
There are no items to display				

Change Non-Institutional Personnel Below:

+ Add

Last Name	Key / Other Significant	Role	Biosketch	Disclosure
There are no items to display				

OK Cancel

Adding Personnel

Add FP_AdditionalPersonnel	
Add Institutional Proposal Staff	
<p>1.0 Select Staff Member: Sean Gonzales <input type="text" value="..."/></p> <p>If you were unable to locate the Institutional Proposal Staff in the Select list above, the individual may not be in the database. Would you like to add the individual at this time? <input type="radio"/> Yes <input type="radio"/> No Clear</p>	<p>Another Pop-up will occur. Please be sure to complete the asterisked information and then click OK or OK and Add Another</p> <p>If you cannot find the staff member in the system please choose "Yes" for the question below the selection box, and enter the required information.</p> <p>Entering this information will permanently add the person to the system.</p> <p><i>If you receive an error stating that the person already exists:</i> This means that either the person's name was misspelled when you searched for it, or they may have changed their name (e.g. through marriage).</p> <p><i>We encourage the liberal use of the wildcard symbol - % - when searching for personnel or organizations.</i></p> <p>So if you are searching for someone named Smith-Jones, but you are not sure if they are in here under Smith or Jones (or both), try entering "%Smith%" and "%Jones%" into the search box. This will ensure that you are able to find the person in the system.</p> <p>If you are unable to find them, and are still getting the error, contact the Sponsored Projects Office at (505)272-6264</p>
<p>2.0 * Select Project Role: <input type="text" value="Co-Investigator"/></p> <p>If "Other (Specify)" selected, enter the role below: <input type="text"/></p> <p>Collaborating PI Department (if Multi-PI): <input type="text" value="..."/></p> <p>Collaborating PI Budget Percentage (if Multi-PI): <input type="text"/></p>	<p>Select a Project Role. If a Multi-PI Submission, Project Role would be "PI"</p> <p>If the role is not listed, please enter here</p> <p>If Multi-PI submission, please select the collaborating PI's Department</p> <p>If Multi-PI submission, please enter the collaborating PI's budget percentage</p>
<p>3.0 Attach a Biographical Sketch: [None] <input type="button" value="Upload"/></p>	<p>All Key and Other Significant Contributors must provide a Biosketch if NIH Submission</p>
<p>4.0 Attach Current and Pending Support Documentation: [None] <input type="button" value="Upload"/></p>	<p>Current and Pending Support Documentation is <i>not usually required</i>. Refer to the Funding Announcement to see if it is required at the time of submission</p>
<p>5.0 * This individual is a: <input checked="" type="radio"/> Senior / Key Person on the proposal <input type="radio"/> Other Significant Contributor on the proposal <input type="radio"/> Other Personnel Clear </p>	
<p>6.0 Attach a completed Financial and Intellectual Interest Disclosure Form if Senior / Key proposal personnel. [None] <input type="button" value="Upload"/></p>	<p>All Key and Other Significant Contributors must provide a financial disclosure. If you have attached this form on the prior screen under COI Disclosure, you do not need to do so here.</p>
<p>* Required</p> <p style="text-align: right;"><input type="button" value="OK"/> <input type="button" value="OK and Add Another"/> <input type="button" value="Cancel"/></p>	

Removing Personnel

My Activities

- Request NCE
- Copy as a NEW Proposal
- Create Follow-On Submission
- Add Study Team Members**
- Request FA Split
- RTSF
- Proposal Comments
- Attach Award Budget Sheet
- Department Documents

To Remove study personnel click the Add Study Team Members in My Activities.

A pop up should appear and you'll choose the X next to the name you want to remove and then Click OK.

Execute "Add Study Team Members" on FP00005565 - Google Chrome

https://era.health.unm.edu/GrantsCOI/sd/ResourceAdministration/Activity/form?ActivityType=com.webridge.entity.E...

Add Study Team Members

Change or Add Additional Personnel

Change Institutional Personnel Below:

+ Add

Last Name	Key / Other Significant	Role	Biosketch	Disclosure
Gonzales	yes	Co-Investigator		X

Update

Change Non-Institutional Personnel Below:

+ Add

Last Name	Key / Other Significant	Role	Biosketch	Disclosure
There are no items to display				

OK Cancel

F&A Splits

When the project is Spread across more than 1 campus(e.g. Main Campus, SOM, College of Nursing, etc..) a F&A split is required. This Activity initiates the F&A Split and has replaced the forms.

Smartforms Revision Test

FP00004921 Funding Submission

Current State

Draft

Edit Funding Submission

Printer Version

View Differences

View Smartform Progress

My Activities

Administration

SPO Administration

Copy as a NEW Proposal

Submit For Department Review

Request FA Split

RTSF

Negotiation Comments (Activity Log)

Proposal Comments

Project Information

Review Status

SPO Additional Documents

SPO Confidential

COI Status

PROPOSAL INFORMATION

PD/PI: PI test

Submitting Department/Division: Internal Medicine IM

Specialist: Marisa Sanchez

Sponsors: NIH / National Cancer Institute (NCI)

SF-424: 12345

Banner Fund #: 12345

Sponsor Award #: 12345

BUDGET TOTALS

Starting Date: 9/1/2018

Number of Periods: 0.7

Current Period: 1

Total Direct: \$100,000

Total Indirect: \$51,500

Total: \$151,500

SPO Proposal Comments

RTSF Information

Current RTSF

Date Created	Submitted	Funds Amount	Funds Start Date	Funds End Date	PI Approved	Department Chair Will Fund	Dean Will Fund
	No				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Historic RTSFs

Was Approved	Date Created	Submitted	Funds Amount	Funds Start Date	Funds End Date	Department Chair Will Fund	Dean Will Fund
There are no items to display							

Creating a New Funding Submission

- A pop-up window will appear for you to enter all of your F&A Split info:
 - Remember, you will enter information for ALL splits on this screen, both HSC & Main Campus

Execute "Request FA Split" on FP00004382 - Google Chrome

https://unmstage2.huronclick.com/GrantsCOIStage/sd/ResourceAdministration/Activity/form?ActivityType=com.we...

Request FA Split

F&A Split

This activity will initiate an F&A split and forward it to SPO for approval

Please enter the appropriate info below and click "OK" after reading the disclaimer.

Principal Investigator:Gena Dunivan
Primary Sponsor:Viveve, Inc
FP Number:FP00004382
Project Title:Protocol VI-15-01: VIVEVE II: Viveve Geneveve Treatment of the Vaginal Introitus to Evaluate Safety and Efficacy

* Start Date: 5/21/2018
* End Date: 5/20/2019

* HSC Budget Details:

Upload Revision	Test Justification.pdf	0.02
<input type="button" value="+ Add"/>		

Main Campus Budget Details:

Upload Revision	Test Justification Main Campus.pdf	0.02
<input type="button" value="+ Add"/>		

* Schools:

School	Amount (Direct Costs)	Percentage
<input type="checkbox"/> Update HSC / College of Nursing	\$50,000.00	10
<input type="checkbox"/> Update HSC / School of Medicine	\$425,000.00	85
<input type="checkbox"/> Update Main Campus	\$25,000.00	5

School total: \$500,000.00
Budget total: \$500,000.00
Remaining: \$0.00

Disclaimers:

1. We, the undersigned, do hereby agree to the use to the percentages stated below for the purposes of calculating the base for F&A cost allocation upon award. This agreement is good for 1 grant cycle, or until a new request is submitted.
2. This form allocated the percentage split between HSC School/College & HSC Campus. The normal distribution to the VP for Research Main or Chancellor for Health Sciences will still apply

OK Cancel

Creating a F&A Split

Enter your Start & End Date
We highly recommend you use
the entire project period

F&A Split

This activity will initiate an F&A split and forward it to SPO for approval

Please enter the appropriate info below and click "OK" after reading the disclaimer.

Principal Investigator: Gena Dunivan

Primary Sponsor: Viveve, Inc

FP Number: FP00004382

Project Title: Protocol VI-15-01: VIVEVE II: Viveve Geneveve Treatment of the Vaginal Introitus to Evaluate Safety and Efficacy

* Start Date: 5/21/2018

* End Date: 5/20/2019

* HSC Budget Details:

+ Add

Upload Revision Test Justification.pdf 0.02

Main Campus Budget Details:

+ Add

Upload Revision Test Justification Main Campus.pdf 0.02

* Schools:

+ Add

School	Amount (Direct Costs)	Percentage
<input type="checkbox"/> Update HSC / College of Nursing	\$50,000.00	10
<input type="checkbox"/> Update HSC / School of Medicine	\$425,000.00	85
<input type="checkbox"/> Update Main Campus	\$25,000.00	5

School total: \$500,000.00

Budget total: \$500,000.00

Remaining: \$0.00

Disclaimers:

1. We, the undersigned, do hereby agree to the use to the percentages stated below for the purposes of calculating the base for F&A cost allocation upon award. This agreement is good for 1 grant cycle, or until a new request is submitted.
2. This form allocated the percentage split between HSC School/College & HSC Campus. The normal distribution to the VP for Research Main or Chancellor for Health Sciences will still apply

OK

Cancel

Creating an F&A Split

Upload your budget breakout & justification (HSC is required; Main Campus required if appropriate)

F&A Split

This activity will initiate an F&A split and forward it to SPO for approval

Please enter the appropriate info below and click "OK" after reading the disclaimer.

Principal Investigator: Gena Dunivan
Primary Sponsor: Viveve, Inc
FP Number: FP00004382
Project Title: Protocol VI-15-01: VIVEVE II: Viveve Geneveve Treatment of the Vaginal Introitus to Evaluate Safety and Efficacy

* Start Date: 5/21/2018

* End Date: 5/20/2019

* HSC Budget Details:

+ Add
Upload Revision Test Justification.pdf 0.02

Main Campus Budget Details:

+ Add
Upload Revision Test Justification Main Campus.pdf

* Schools:

School	Amount (Direct Costs)	Percentage
<input checked="" type="checkbox"/> Update HSC / College of Nursing	\$50,000.00	10
<input checked="" type="checkbox"/> Update HSC / School of Medicine	\$425,000.00	85
<input checked="" type="checkbox"/> Update Main Campus	\$25,000.00	5

School total: \$500,000.00
Budget total: \$500,000.00
Remaining: \$0.00

Disclaimers:

1. We, the undersigned, do hereby agree to the use to the percentages stated below for the purposes of calculating the base for F&A cost allocation upon award. This agreement is good for 1 grant cycle, or until a new request is submitted.
2. This form allocated the percentage split between HSC School/College & HSC Campus. The normal distribution to the VP for Research Main or Chancellor for Health Sciences will still apply

Remember: Your justification must make it clear how the direct costs categories are going to be distributed between each school/campus

Creating a F&A Split

Click on "Add Schools" to add all schools and campuses that are part of the split

Execute "Request FA Split" on FP00004382 - Google Chrome
https://unmstage2.huronclick.com/GrantsCOIStage/sd/ResourceAdministration/Activity/form?ActivityType=com.we...

Request FA Split

F&A Split

This activity will initiate an F&A split and forward it to SPO for approval

Please enter the appropriate info below and click "OK" after reading the disclaimer.

Principal Investigator:Gena Dunivan
Primary Sponsor:Viveve, Inc
FP Number:FP00004382
Project Title:Protocol VI-15-01: VIVEVE II: Viveve Geneveve Treatment of the Vaginal Introitus to Evaluate Safety and Efficacy

* Start Date: 5/21/2018
* End Date: 5/20/2019

* HSC Budget Details:

+ Add			
Upload Revision	Test Justification.pdf	0.02	

Main Campus Budget Details:

+ Add			
Upload Revision	Test Justification Main Campus.pdf	0.02	

* Schools:

+ Add			
School	Amount (Direct Costs)	Percentage	
Update HSC / College of Nursing	\$50,000.00	10	
Update HSC / School of Medicine	\$425,000.00	85	
Update Main Campus	\$25,000.00	5	

School total: \$500,000.00
Budget total: \$500,000.00
Remaining: \$0.00

Disclaimers:

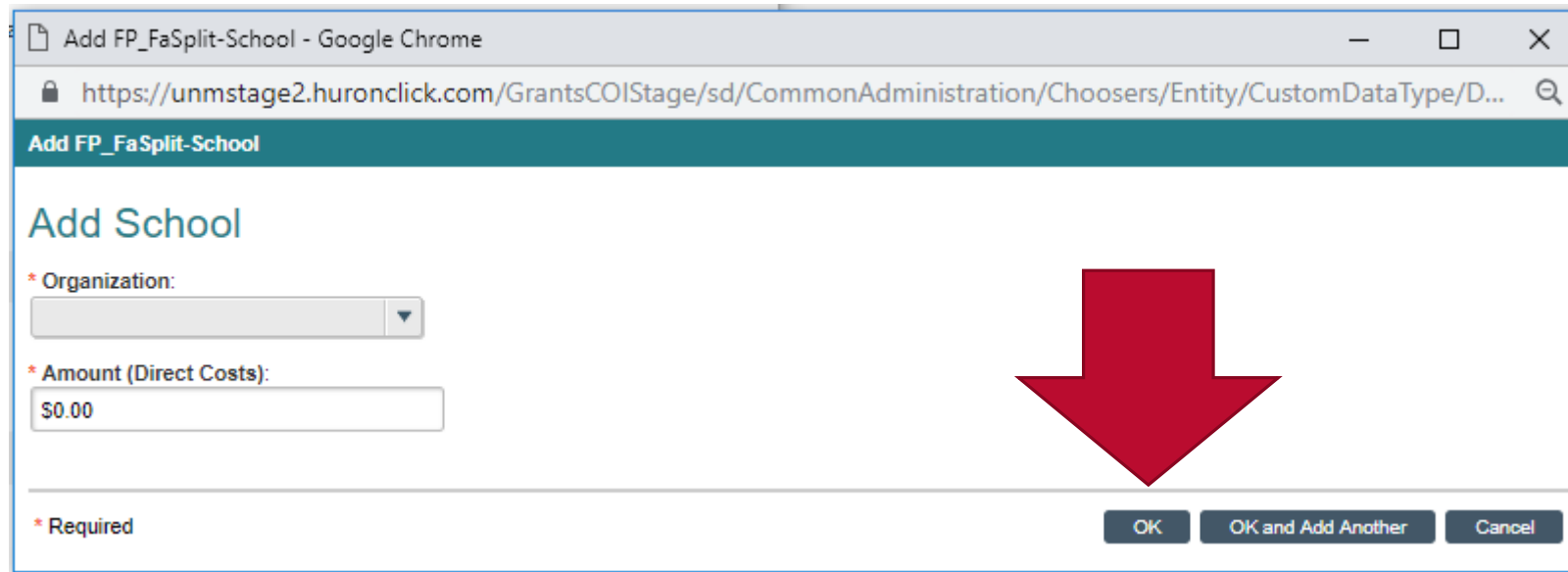
1. We, the undersigned, do hereby agree to the use to the percentages stated below for the purposes of calculating the base for F&A cost allocation upon award. This agreement is good for 1 grant cycle, or until a new request is submitted.
2. This form allocated the percentage split between HSC School/College & HSC Campus. The normal distribution to the VP for Research Main or Chancellor for Health Sciences will still apply

OK Cancel

F&A Splits

Select the appropriate school or campus from the dropdown, then enter the amount of direct costs that organization will be receiving.

- NOTE: This must match what is listed in your uploaded budget justification(s).



The screenshot shows a web browser window with the title "Add FP_FaSplit-School - Google Chrome". The address bar contains the URL "https://unmstage2.huronclick.com/GrantsCOIStage/sd/CommonAdministration/Choosers/Entity/CustomDataType/D...". The page title is "Add FP_FaSplit-School". The main heading is "Add School". There are two required fields: "* Organization:" with a dropdown menu and "* Amount (Direct Costs):" with a text input field containing "\$0.00". At the bottom, there are three buttons: "OK", "OK and Add Another", and "Cancel". A large red arrow points down towards the "OK" button.

F&A Splits

- The system will calculate your percentages based on the breakout you've entered and what's on your Smartform budget screen.
- Once you've entered your information for all schools/campuses, you're ready to submit!

Execute "Request FA Split" on FP00004382 - Google Chrome
https://unmstage2.huronclick.com/GrantsCOIStage/sd/ResourceAdministration/Activity/form?ActivityType=com.we...

Request FA Split

F&A Split

This activity will initiate an F&A split and forward it to SPO for approval
Please enter the appropriate info below and click "OK" after reading the disclaimer.

Principal Investigator: Gena Durivan
Primary Sponsor: Viveve, Inc
FP Number: FP00004382
Project Title Protocol VI-15-01: VIVEVE II: Viveve Geneveve Treatment of the Vaginal Inrolitus to Evaluate Safety and Efficacy

* Start Date: 5/21/2018
* End Date: 5/20/2019

* HSC Budget Details:
+ Add
Upload Revision Test Justification.pdf

Main Campus Budget Details:
+ Add
Upload Revision Test Justification Main Campus.pdf

* Schools:
+ Add

School	Amount (Direct Costs)	Percentage
HSC / College of Nursing	\$50,000.00	10
HSC / School of Medicine	\$425,000.00	85
Main Campus	\$25,000.00	5

School total: \$500,000.00
Budget total: \$500,000.00
Remaining: \$0.00

Disclaimers:

1. We, the undersigned, do hereby agree to the use to the percentages stated below for the purposes of calculating the base for F&A cost allocation upon award. This agreement is good for 1 grant cycle, or until a new request is submitted.
2. This form allocated the percentage split between HSC School/College & HSC Campus. The normal distribution to the VP for Research Main or Chancellor for Health Sciences will still apply.

OK Cancel

Review Status of Your F&A Split

Your F&A Split request will be routed for approvals.

- You will receive an email if any changes are requested, or any clarifying information is required; otherwise, you will receive a notification when your request is approved.

You can check the status of your request by going to the “Review States” tab on the main page of your FP:

Smartforms Revision Test FP00004921 Funding Submission

Project Information **Review Status** SPO Additional Documents SPO Confidential COI Status

Current State
Draft

F&A Splits

Current F&A Split

Is Submitted	Is SPO Approved	Is Main Campus Approved	Is Vice Chancellor Approved	Is Approved by All	Start Date	End Date
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Request To Spend Funds

- The first step in starting a Request to Spend Funds is to make sure you have an open record in Click. **This record must match the dates that you are requesting to spend funds in.**
- Unless you are processing a No-Cost Extension RTSF, you will need a record in one of the following states:
 - ✦ Draft
 - ✦ Department Review
 - ✦ SPO Review
 - ✦ Final SPO Review
 - ✦ Pending Sponsor Review
 - ✦ Prepare for Award
 - ✦ Award QC
- **If you are processing a No-Cost Extension RTSF, you will need to find your current Awarded record**

» My Inbox Home **Grants**

Create New Funding Submission

Create Competitive Renewal

Create New Ancillary Agreement

Grants

Shows all funding submissions (Grants, Contracts, etc.), and ancillary agreements (MTAs, C

Funding Proposals Ancillary Agreements All Projects

Filter ID Enter text to search for Go + Add Filter x Cl

and Name Enter text to search for x

and Owner's First Na Enter text to search for x

**Need help finding the right record?
Contact Pre-Award!**

Request To Spend Funds

- After you find your open record (or create a new record!) you will click on the “RTSF” Activity:

The screenshot shows a web application interface for 'Smartforms Revision Test'. The top navigation bar includes 'My Inbox', 'Home', 'Grants', 'COI', and 'Reports'. The main content area is titled 'Smartforms Revision Test' and includes a 'COI CERTS INCOMPLETE' warning. The left sidebar, 'My Activities', contains several options, with 'RTSF' highlighted in yellow and circled in red. The main content area is divided into 'PROPOSAL INFORMATION' and 'BUDGET TOTALS' sections. A red arrow points from the 'RTSF' activity in the sidebar to the 'RTSF Information' section in the main content area.

Current State

- SPO Review
- View Funding Submission
- Printer Version
- View Differences
- View Smartform Progress

My Activities

- Add Study Team Members
- Request FA Split
- RTSF**
- Proposal Comments
- Department Documents

PROPOSAL INFORMATION

PD/PI: PI test

Submitting Department/Division: Internal Medicine

Specialist: Marisa Sanchez

Sponsors: NIH / National Cancer Institute (NCI)

SF-424: Banner Fund #: 12345

Sponsor Award #: 12345

BUDGET TOTALS

Starting Date: 9/1/2018

Number of Periods: 0.7

Current Period: 1

Total Direct: \$100,000

Total Indirect: \$51,500

Total: \$151,500

SPO Proposal Comments

RTSF Information

Current RTSF

Date Created	Submitted	Funds Amount	Funds Start Date	Funds End Date	PI Approved	Department Chair Will Fund	Dean Will Fund
	No				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Request To Spend Funds

A pop-up screen will appear where you will enter the project

- Funds Start Date: The anticipated date the funds will start
- Funds End Date: The anticipated end date that you will require the stated funds
- Type of Award: Indicates whether the project is a grant or type of contract
- Amount Requested: The estimated amount you will require during the period stated
- PI Justification: The reason for the RTSF Request – if a MSU or NCE, will indicate that here
- Department Chair (or Designated First Level Approver): Enter the first level approver here. Some Departments have delegated the Chair authority to the Department Administrator – this decision will be up to your Chair. Please keep in mind, the person indicated here will need to log in and approve the RTSF after the PI Approves.
- DEAN (or Designated Second Level Approver): You will enter your Dean in this section. If the Chair Approves but doesn't have the funding, the decision will move to the next level of approval, which is the Dean. In most cases, the approval does not reach this point.

RTSF

Please enter all information below in order to begin the RTSF process

* Funds Start Date: 02/1/2016

* Funds End Date: 03/31/2016

* Type of Award: Grant to UNM

* Amount Requested: \$60,000

* PI Justification: MSU - Salary Allocation Purpose

* Department Chair (Or Designated First-Level Approver): King Arthur [Select...] [Clear]

* Dean (Or Designated Second-Level Approver): Queen Elizabeth [Select...] [Clear]

OK Cancel

In rare cases, your Chair & Dean may be the same person.

Request To Spend Funds

- Once you have completed the information, click “Ok”
- The PI will receive this notification to log in and approve the request

Dear Dr. Bradfute,

[Marisa Sanchez](#) has initiated a Request to Spend Funds on your behalf. Please log in to here ([Danielle Test Avocado](#)) to review the Request to Spend Funds information.

1. Select the RTSF – PI Approval Activity on the left hand menu.
2. Review the information carefully. If you approve, select "Yes" and click "OK" If you do not agree with the information provided, please select "No" to the certification question and the Request to Spend Funds request will return to the person who initiated it for changes.
3. After you certify the RTSF information is accurate, your Department Chair/Center Director will receive a notification to review/approve your request.
4. Once all approvals have been obtained, your Contract & Grant Accounting Fiscal Monitor will set-up your account in Banner and email your Index.

If you have any questions regarding the RTSF information, please contact your Department Assistant.

If you have any questions regarding the RTSF Electronic Process, please contact your assigned Sponsored Projects Officer ([Kayla Hammond](#)).

Thank you

Request To Spend Funds

- After logging in, the PI will click on the “RTSF – PI Approval” Activity

The screenshot displays a web application interface for 'Smartforms Revision Test'. The top navigation bar includes 'My Inbox', 'Home', 'Grants', 'COI', and 'Reports'. A warning banner indicates 'COI CERTS INCOMPLETE' with a message: 'There are Conflict of Interest certifications associated with this project that are incomplete. The project cannot be awarded until all COIs have been completed.' The main content area is divided into 'Current State' and 'My Activities' sections. The 'Current State' section shows 'SPO Review' as the current state, with buttons for 'View Funding Submission', 'Printer Version', 'View Differences', and 'View Smartform Progress'. The 'My Activities' section lists 'Add Study Team Members', 'Request FA Split', 'RTSF - PI Approval' (highlighted with a red arrow), 'Proposal Comments', and 'Department Documents'. The 'RTSF - PI Approval' activity is highlighted in yellow. The 'Project Information' tab is active, showing 'PROPOSAL INFORMATION' and 'BUDGET TOTALS'. The 'PROPOSAL INFORMATION' section includes fields for PD/PI (PI test), Submitting Department/Division (Internal Medicine IM), Specialist (Marisa Sanchez), Sponsors (NIH / National Cancer Institute (NCI)), SF-424, Banner Fund # (12345), and Sponsor Award # (12345). The 'BUDGET TOTALS' section includes Starting Date (9/1/2018), Number of Periods (0.7), Current Period (1), Total Direct (\$100,000), Total Indirect (\$51,500), and Total (\$151,500). The 'SPO Proposal Comments' and 'RTSF Information' sections are also visible. The 'RTSF Information' section includes a table for 'Current RTSF' with columns for Date Created, Submitted, Funds Amount, Funds Start Date, Funds End Date, PI Approved, Department Chair Will Fund, and Dean Will Fund.

Date Created	Submitted	Funds Amount	Funds Start Date	Funds End Date	PI Approved	Department Chair Will Fund	Dean Will Fund
5/22/2018	Yes	\$100,000.00	9/1/2018	11/30/2018	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Request To Spend Funds

- A pop-up screen will appear for reviewing the project information.
- If all the information looks accurate, select “Yes” and “Ok” to Approve. Once you select OK, a notification will be sent to the Department Chair/Delegated Approver to log in and review/approve the project.
- If any information looks inaccurate, select “No” and “Ok” and the request will be routed back to the study staff for re-work

RTSF - PI Approval

Please Verify That All of the Information Below is Correct, and Check the Appropriate Radio Button to Indicate Approval

Proposal Information
PI Name: Sean Gonzales
Proposal Number: FP00002607
Department: University of New Mexico Health Sciences Center
PI's Org Code: 851x
Funding Agency: NIH / National Eye Institute (NEI)
Project Title: jjj
Current Banner Fund Number (If Applicable):
Anticipated Award Information
Anticipated Project Start Date: 4/21/2017
Anticipated Project End Date: 4/20/2018

RTSF Information
Funds Start Date: 4/28/2017
Funds End Date: 5/27/2018
Funds Amount: \$1,000,000.00

PI Justification:
I like \$\$\$

If I Am NOT The PI Listed Above, I Certify That I Have The PI's Authorization To Approve This RTSF:

* I Certify That All Information Contained Above is True and Correct: Yes No [Clear](#)

Cancel This RTSF (For Erroneously Entered Requests):

Request To Spend Funds

- After you click “OK” the following notification will be sent to the Department Chair/Delegated Approver:

Dear Department Chair,

[Steven Bradfute](#) has approved a Request to Spend Funds. Please log in to here ([Danielle Test Avocado](#)) to review/approve the Request to Spend Funds.

1. Select the RTSF – Department Chair Review Activity on the left hand menu.
2. Review the information carefully. You will have three options to choose from:
 1. In the event that the award above is not received, or does not coincide with the period of performance identified above, I will provide funding for any losses incurred as a consequence of the approval of this request. **(This selection will send the request to the HSC Sponsored Projects / Pre Award Office)**
 2. I am unable to provide funding for losses incurred as a consequence of the approval of this request. However, I endorse the request and recommend its approval by the Dean. **(this selection will send the request to the Dean for approval)**
 3. Request to Spend Funds is Disapproved. **(This request will withdraw the RTSF)**
3. After making your selection, the RTSF will be routed accordingly.

If you have any questions regarding the RTSF information, please contact the Principal Investigator ([Steven Bradfute](#)).

If you have any questions regarding the RTSF Electronic Process, please contact your assigned Sponsored Projects Officer ([Kayla Hammond](#)).

Thank you

Request To Spend Funds

- The Department Chair/Delegated Approver has 3 options:
 - To guarantee expenditure funding if the project is not received (the RTSF will be routed to Pre-Award for approval)
 - Approve the request, but ask the Dean to fund expenditures if project funding is not received (the RTSF will be routed for Dean approval)
 - Disapprove the request (the project will be withdrawn from the system and the RTSF will have to be re-initiated)

RTSF - Department Chair Review

Please Review Request to Spend Funds Below and Indicate Your Decision

Principal Investigator Steven Bradfute
Proposal Number FP00000014
Department Internal Medicine IM
PI's Org Code 851H
Funding Agency NIH / National Cancer Institute (NCI)
Project Title Danielle Test Avocado
Type of Award Grant to UNM
Award Cycle Funding Submission
Fund/Index Number 36521
Anticipated Award Start Date 7/1/2015
Anticipated Award End Date 6/30/2017
Anticipated Funds:

Period Number	Start Date	Requested Amount
View 2	7/1/2016	\$150,000.00
View 1	7/1/2015	\$75,000.00

Requested Funds Start Date 2/1/2016
Requested Funds End Date 3/31/2016
Requested Funds Amount \$60,000.00
Admin Contact Name Marisa Sanchez
Admin Contact Email marsanchez@salud.unm.edu
PI Justification MSU - Salary Allocation Purpose

* Department Chair Decision:

- [View](#) In the event that the award above is not received, or does not coincide with the period of performance identified above, I will provide funding for any losses incurred as a consequence of the approval of this request
- [View](#) I am unable to provide funding for losses incurred as a consequence of the approval of this request. However, I endorse the request and recommend its approval by the Dean.
- [View](#) Request to Spend Funds is Disapproved

[Clear](#)

Request To Spend Funds

- If the Department Chair/Delegated Approved chooses to route for Dean approval, the Dean will receive the following notification:

Dear Dean,

Department Chair has sent a Request to Spend Funds for your review/approval. Please log in to here (link to proposal) to view the Request to Spend Funds.

1. Select the RTSF – Dean Review Activity on the left hand menu.
2. Review the information carefully. You will have two options to choose from:

Option 1: The Department Chair has endorsed this request but is unable to provide funding for losses incurred as a consequence of the approval of this request. I concur with the Department Chair's recommendation and will provide such funding if required. (This selection will send the request to the HSC Sponsored Projects / PreAward Office for approval)

Option 2: The Dean's Office does not have available funds to cover. The request is denied. (This selection will withdraw the RTSF)

3. After making your selection, the RTSF will be routed accordingly.

If you have any questions regarding the RTSF information, please contact the Principal Investigator (name here) and/or Department Chair (name here).

If you have any questions regarding the RTSF Electronic Process, please contact your assigned Sponsored Projects Officer (name here).

Thank you

Request To Spend Funds

- **The Dean has 2 options:**
 - **To guarantee expenditure funding if the project is not received (the RTSF will be routed to Pre-Award for approval)**
 - **Disapprove the request (the project will be withdrawn from the system and the RTSF will have to be re-initiated)**

RTSF - Dean Review

Please Review Request to Spend Funds Below and Indicate Your Decision

Principal Investigator [Steven Bradfute](#)
Proposal Number FP00000014
Department [Internal Medicine IM](#)
PI's Org Code 851H
Funding Agency [NIH / National Cancer Institute \(NCI\)](#)
Project Title Danielle Test Avocado
Type of Award [Grant to UNM](#)
Award Cycle [Funding Submission](#)
Fund/Index Number 36521
Anticipated Award Start Date 7/1/2015
Anticipated Award End Date 6/30/2017
Anticipated Funds:

Period Number	Start Date	Requested Amount
View 2	7/1/2016	\$150,000.00
View 1	7/1/2015	\$75,000.00

Requested Funds Start Date 2/1/2016
Requested Funds End Date 3/31/2016
Requested Funds Amount \$60,000.00
Admin Contact Name [Marisa Sanchez](#)
Admin Contact Email marsanchez@salud.unm.edu
PI Justification MSU - Salary Allocation Purpose
Department Chair Decision [ID00000002](#)

Dean's Decision:

- [View](#) The Department Chair has endorsed this request but is unable to provide funding for losses incurred as a consequence of the approval of this request. I concur with the Department Chair's recommendation and will provide such funding if required.
- [View](#) The Dean's Office does not have available funds to cover. The request is denied.

Awards

Yay! Your
Award has
arrived!
Now what?

- Award Email notification to PI and Administrative Contact
 - A separate email is also sent to Contract & Grant Accounting for index setup

Funding Proposal: FP00000143

Sponsor: HHS / Health Resources and Services Administration (HRSA)

Project Title: Sample Proposal Apple

Dear Dr. Flowers

Congratulations on your Award! The Award has now been transmitted from the Sponsored Projects Office (SPO) / PreAward to Contract & Grant Accounting (C&GA) for Banner set-up, billing and monitoring. Your Contract & Grant Accounting Fiscal Monitor ([Lilly Blue](#)) will be assisting you during the active phase of this award.

Please submit an Award Budget Sheet (ABS) in the next 5 business days to your C&GA Fiscal Monitor referenced above. Please ensure the ABS sums to the same amount as the attached grant award and that all line item categories match the award document.

Rebudgeting and carryforward issues are also duties that fall under C&GA. The C&GA Fiscal Monitor ([Lilly Blue](#)) will be responsible for setting up the award in Banner and emailing your index number to you.

If your Award Notice was not attached, you can view your Award Notice by:

- 1) Logging into Click here: [Sample Proposal Apple](#)
- 2) Click on "Award Attachments" in your workspace

If Terms need to be requested or changed (Terminations, Relinquishments, Change of Key Personnel, Effort Reduction, No Cost Extensions, etc.) please return to SPO / PreAward (Danielle Jones) for assistance.

Thank you again; we wish you continued success with your project

SPO / PreAward

You can find additional instruction on the Sponsored Projects Office / PreAward website: <http://hsc.unm.edu/financialservices/preaward/> **If you have any questions, please contact the Sponsored Programs Administration / PreAward :** (505) 272-6264 or HSC-preaward@salud.unm.edu

Award Workspace

» My Inbox Home Grants COI Reports

New Record II FP00004905 Funding Submission

Current State

Awarded

View Funding Submission

Printer Version

View Differences

View Smartform Progress

My Activities

- Request NCE
- Copy as a NEW Proposal
- Create Follow-On Submission
- Add Study Team Members
- Request FA Split
- RTSF
- Attach Award Budget Sheet
- Department Documents

Project Information | Review Status | **SPO Additional Documents** | COI Status

PROPOSAL INFORMATION

PDI/PI: PI test

Submitting Department/Division: Internal Medicine IM

Specialist: Marisa Sanchez

Sponsors: NIH / National Cancer Institute (NCI)

SF-424: Banner Fund #: 12345

Sponsor Award #: 1234567

BUDGET TOTALS

Starting Date: 9/1/2018

Number of Periods: 1

Current Period: 1

Total Direct: \$1,000

Total Indirect: \$500

Total: \$1,500

SPO Proposal Co

RTSF Information

Current RTSF

Date Created	Submitted	Funds Amount	Funds Start Date	Funds End Date	PI Approved	Department Chair Will Fund	Dean Will Fund
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Historic RTSFs

Was Approved	Date Created	Submitted	Funds Amount	Funds Start Date	Funds End Date	Department Chair Will Fund	Dean Will Fund
There are no items to display							

HISTORICAL DATA

Click the "SPO Additional Documents" to see uploaded documents, including the award document.

In the "Awarded" state, your available activities are listed here.

Creating a Follow On Submission

Non-competing continuations and supplements are created as “Follow-on Submissions”

My Inbox Home Grants COI Reports

New Record II FP00004905 Funding Submission

Current State
Awarded

PROPOSAL INFORMATION

PD/PI: PI test
Submitting Department/Division: Internal Medicine IM
Specialist: Marisa Sanchez
Sponsors: NIH / National Cancer Institute (NCI)
SF-424:
Banner Fund #: 12345
Sponsor Award #: 1234567

BUDGET TOTALS

Starting Date: 9/1/2018
Number of Periods: 1
Current Period: 1
Total Direct: \$1,000
Total Indirect: \$500
Total: \$1,500

SPO Proposal Comments

RTSF Information

Current RTSF

Date Created	Submitted	Funds Amount	Funds Start Date	Funds End Date	PI Appr
					<input type="checkbox"/>

Historic RTSFs

Was Approved	Date Created	Submitted	Funds Amount	Funds Start Date	Funds End Date	Department Chair Will Fund	Dean Will Fund
There are no items to display							

HISTORICAL DATA

Select “Create Follow-on Submission” from the “My Activities” list

Please note: All follow-on submissions MUST be created from the Parent Year record for the grant cycle. You will ONLY create follow-on submissions on a “New” or “Competitive Renewal” record type.

Submission Type

Create Follow-On Submission

Select the submission type:

- | | | |
|----------------------------------|----------------------------|---|
| <input type="radio"/> | Non-competing Continuation | Non-competing application for an additional funding period subsequent to that provided by the current award. Required for some federal grants and internally funded projects. |
| <input checked="" type="radio"/> | Non-specific Supplement | Processed by the Sponsored Projects / PreAward Office - does not require Departmental Approval and not intended for supplements with change of personnel. |
| <input type="radio"/> | Specific Supplement | Processed by Department - examples include Diversity Supplement, Admin Supplement, Addition in Scope of Work or Personnel |
- [Clear](#)

OK

Cancel

Creating a Follow On Submission

You Are Here: [New Record II](#) - [New Record II - Continuation](#)

Save Exit Hide/Show Error Continue

1.1 Proposal Description & Contacts

1.0	<p>* Short Title of Proposal:</p> <input type="text" value="New Record II - Continuation"/>	<p>For NIH, maximum 81 characters allowed. If Clinical Trial, please enter "Clinical Trial Phase..." Please use TITLE CASING as this title will get published in the HSC Annual Awards Booklet if Awarded.</p>
2.0	<p>Full Proposal Title:</p> <input type="text" value="restdfghujkol["/>	<p>If title is longer than 81 characters, please enter the full title here.</p> <p>If Clinical Trial - descriptive title MUST be entered here.</p>
3.0	<p>* Program Director / Principal Investigator / Mentor:</p> <p>PI test ...</p> <p>If a fellowship, please identify the trainee:</p> <input type="text"/>	<p>Please select Primary PI. If Fellowship, please identify the fellow or trainee.</p> <p>Please enter PI Banner Org (i.e. 099H21)</p>
	<p>* PI Org ID:</p> <input type="text" value="2345"/>	
4.0	<p>* Fiscal Monitor:</p> <p>Krystyna Burrola ...</p>	<p>Please select your HSC Contract & Grant Accounting Fiscal Monitor. Please click here and enter your department or org code in the search box to find your Fiscal Monitor</p>
5.0	<p>* Administrative Contact:</p> <p>Marisa Sanchez ...</p> <p>Department Accountant:</p> <input type="text"/>	<p>Please select the individual (other than the PI) in whom PreAward / SPO can contact with questions for the submission.</p>
6.0	<p>* Select Direct Sponsor:</p> <p>NIH / National Cancer Institute (NCI) ...</p>	<p>If you do not find the name of the Sponsor in this list, enter the name in the box below, leave "Direct Sponsor" blank (and then click "save" when you are finished with the remainder of the form).</p>

Clicking on "Create a Follow-On Submission" will generate a new set of smart forms that are mostly pre-filled with information from the parent record.

Be sure to review all the data to make sure that the title/dates/PI, etc. are correct.

Requesting a No Cost Extension

Navigation: > My Inbox Home Grants **COI** Reports

New Record II FP00004905 Funding Submission

Current State

- Awarded
- View Funding Submission
- Printer Version
- View Differences
- View Smartform Progress

My Activities

- Request NCE**
- Copy as a NEW Proposal
- Create Follow-On Submission
- Add Study Team Members
- Request FA Split
- RTSF
- Attach Award Budget Sheet
- Department Documents

Project Information | Review Status | SPO Additional Documents | COI Status

PROPOSAL INFORMATION		BUDGET TOTALS	
PD/PI:	PI test	Starting Date:	9/1/2018
Submitting Department/Division:	Internal Medicine IM	Number of Periods:	1
Specialist:	Marisa Sanchez	Current Period:	1
Sponsors:	NIH / National Cancer Institute (NCI)	Total Direct:	\$1,000
SF-424:		Total Indirect:	\$500
Banner Fund #:	12345	Total:	\$1,500
Sponsor Award #:	1234567		

RTSF Information

Current RTSF

Date Created	Submitted	Funds Amount	Funds Start Date	Funds End Date	PI Approved	Department Chair Will Fund	Dean Will Fund
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Historic RTSFs

Was Approved	Date Created	Submitted	Funds Amount	Funds Start Date	Funds End Date	Department Chair Will Fund	Dean Will Fund
There are no items to display							

HISTORICAL DATA

Request NCE → **Request NCE** (From the Proposal Workspace, select "Request NCE")

Requesting a No Cost Extension

Execute "Request NCE" on FP00000143 - Google Chrome

<https://unmstage2.huronclick.com/GrantsCOIStage/ResourceAdministration/Activity/form?ActivityType=com.>

Request NCE

Request a No-Cost Extension

Executing this activity notifies SPO that you would like a No-Cost Extension processed and forwarded to Contract & Grant Accounting. If you do not wish to request a No-Cost Extension, please press "Cancel".

* Select Desired NCE Date:

If You Are Not The PI, Please Upload PI Approval Here:

Name
There are no items to display

If You Have Correspondence From Sponsor Regarding NCE, Please Upload Here:

Name
There are no items to display

I Certify I am The PI For This Project Making a Request For a No-Cost Extension:

No-Cost Extensions To-Date For This Project: 0

Requesting a No Cost Extension

- Email notification to PI and Administrative Contact

Dear Study Team:

You have just requested a No-cost extension for FP00000143. If this request was in error, please contact your assigned SPO personnel.

If this project is inclusive of Research, Human Subjects, or Animal Subjects, you will need to log in (click here - [Sample Proposal Apple](#)) to your proposal in order to update your personnel. Once your personnel have been updated, those remaining on the project will receive a notification from COI to re-certify. Once the COI's are re-certified, SPO will process your No-cost Extension request.

Please contact your SPO Administrator for SPO questions or Marie Barron (ext. 2-6433) for COI questions.

Thank you,
SPO

You can find additional instruction on the Sponsored Projects Office / PreAward website: <http://hsc.unm.edu/financialservices/preaward/> If you have any questions, please contact the Sponsored Programs Administration / PreAward : (505) 272-6264 or HSC-preaward@salud.unm.edu

Warning: This is a private message for institution employees only. If the reader of this message is not the intended recipient you are hereby notified that any dissemination, distribution or copying of this information is STRICTLY PROHIBITED.

Requesting a No Cost Extension

- Email notification to SPO/Pre-Award

Dear [Danielle Jones](#) :

Your assigned department [Internal Medicine IM](#) has just requested a No-cost Extension for [Sample Proposal Apple](#) .

If this project is inclusive of Research, Human Subjects, or Animal Subjects, the study staff will need to update their COI's before SPO can process. Please log in to see the status of the COI certifications.

Thank you

You can find additional instruction on the Sponsored Projects Office / PreAward

website: <http://hsc.unm.edu/financialservices/preaward/> **If you have any questions, please contact the Sponsored Programs Administration / PreAward :** (505) 272-6264 or HSC-preaward@salud.unm.edu

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Requesting a No Cost Extension

Mapping for Specialized Domains for FC3RI Signaling & Internalization

HSC-15686

Non-competing
Continuation

Current State

Awarded | Project Information | Review Status | SPO Additional Documents

View Funding Submission | Printer Version | View Differences | View SmartForm Progress

My Activities

- Copy as a NEW Proposal
- NCE Add or Remove Study Personnel
- RTSF
- Attach Award Budget Sheet
- Department Documents

(Funding Proposal - Awarded)

PROPOSAL INFORMATION

PD/PI: Bridget Wilson
 Department: Pathology Department
 Specialist: Sandy Sacher
 Sponsors: NIH / National Institute of Allergy and Infectious Diseases (NIAID)
 SF-424:
 Banner Fund #: 379M0
 Sponsor Award #: 5R01AI051575-08

BUDGET TOTALS

Starting Date: 2/1/2011
 Number of Periods: 1
 Current Period: 0
 Total Direct: \$263,562
 Total Indirect: \$87,169
 Total: \$350,731

PARENT BUDGET TOTALS

Total Direct:
 Total Indirect:
 Total:

SPO Proposal Comments

RTSF Information

Current RTSF

Date Created	Submitted	Funds Amount	Funds Start Date	Funds End Date	PI Approved	Department Chair Will Fund	Dean Will Fund
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

History RTSFs

Before SPO/Pre-Award can process an NCE request, new COI disclosures must be completed

Requesting a No Cost Extension

- Be sure to Update your personnel and Initiate COI's by clicking yes on the asterisked button. Then Click OK.

Execute "NCE Add or Remove Study Personnel" on FP00000143 - Google Chrome

<https://unmstage2.huronclick.com/GrantsCOIStage/ResourceAdministration/Activity/form?ActivityType=com.webridge.entity.Enti>

NCE Add or Remove Study Personnel

No-Cost Extension: Add or Remove Study Personnel

Please enter **all** personnel that will be working on the project during the period of the no-cost extension. Only personnel listed on this form will have COI certifications submitted.

* **Principle Investigator:**
Bunny Flowers

Fellow/Trainee:

UNM Personnel:

Last Name	Key / Other Significant	Role	Biosketch	Disclosure
There are no items to display				

Non-UNM Personnel:

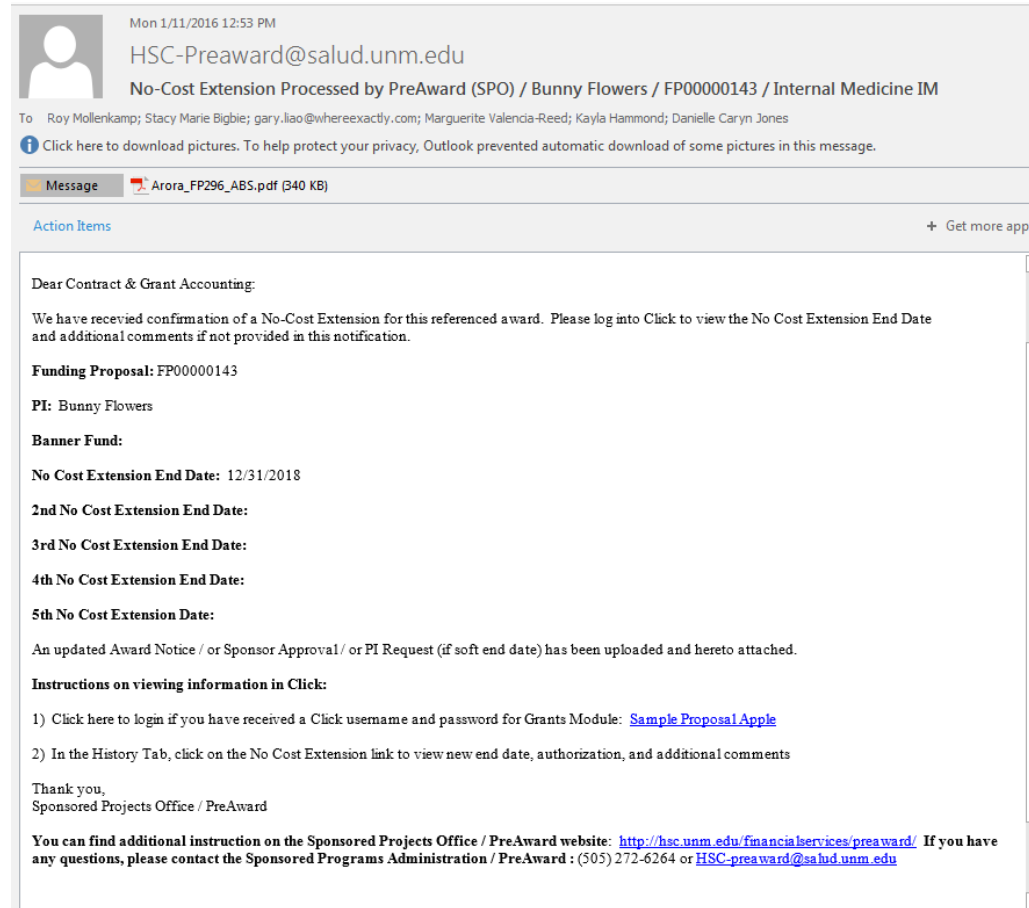
Last Name	Key / Other Significant	Role	Biosketch	Disclosure
There are no items to display				

PLEASE ENSURE THAT ALL PERSONNEL ARE CORRECT ON THIS FORM BEFORE SELECTING "YES"
ONCE YOU SELECT "YES" AND CLICK "OK", COI DISCLOSURES WILL AUTOMATICALLY BE CREATED FOR THE PERSONNEL LISTED HERE.

* **Are You Ready To Initiate COI Disclosures For The Above Listed Personnel?**
 Yes No [Clear](#)

Requesting a No Cost Extension

- Email notification to Contract & Grant Accounting
- A separate email is sent to PI, Admin contact



Creating a Competitive Renewal Submission

From the Grants tab, select "New Competitive Renewal"

Shows all funding submissions (Grants, Contracts, etc.), and ancillary agreements (MTAs, CDAs, etc.)

ID	Name	Owner	State	PI	Submitting Department	Primary Sponsor	Submission Type	Banner Fund #	Sponsor Award #	Project Start Date	Project End Date
FP00004924	New Record II - Continuation	Sanchez, Marisa	Draft	test	Internal Medicine IM	NIH / National Cancer Institute (NCI)	Non-competing Continuation		1234567	9/1/2018	8/31/2019
FP00004905	New Record II	Sanchez, Marisa	Awarded	test	Internal Medicine IM	NIH / National Cancer Institute (NCI)	Funding Submission	12345	1234567	9/1/2018	8/31/2019
FP00004921	Smartforms Revision Test	Sanchez, Marisa	SPO Review	test	Internal Medicine IM	NIH / National Cancer Institute (NCI)	Funding Submission	12345	12345	9/1/2018	5/9/2019
FP00003437	Clinical Study to Evaluate the Efficacy and Safety of the Combination Regimen of MK-3682B (Grazoprevir/ruzasvir/uprifosbuvir) in Participants With Chronic Hepatitis C Virus Genotype 3 Infection	LeBlanc, Jenni	Awarded	Arora	Internal Medicine IM	Merck, Sharp & Dohme, Inc.	Funding Submission	3CW50	MK3682B-037-0501	6/14/2017	6/13/2019

- **What is a Competitive Renewal?** Previous years of funding for the project have elapsed. Competing for additional years of funding to continue original project

Creating a Competitive Renewal Submission

Once you create a “New Competitive Renewal” record, the Smart Forms will be generated as usual, with only a few small changes on page 1.2, General Proposal Information:

You Are Here: [Gfdgsdg](#)

[« Back](#) [Save](#) [Exit](#) [Hide/Show Errors](#) [Print](#) [Jump To](#) [Continue »](#)

1.2 General Proposal Information

1.0 Type of Application: Renewal

2.0 If Resubmission or Renewal, please enter the Sponsor #:

Type	Activity Code	Inst. Code	Serial Number	Year	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Is this award transferring in from another institution?
 Yes No [Clear](#)

Type:
1 = New
2 = Competitive Continuation

If Non-NIH:
Enter the sponsor number in "Serial Number" text box

Creating a New Ancillary Agreement

From the Grants tab, select "New Ancillary Agreement"

Create New Funding Submission

Create Competitive Renewal

Create New Ancillary Agreement

Grants

Shows all funding submissions (Grants, Contracts, etc.), and ancillary agreements (MTAs, CDAs, etc.)

Funding Proposals Ancillary Agreements All Projects

Filter ID Enter text to search for Go + Add Filter x Clear All

ID	Name	Owner	State	PI	Submitting Department	Primary Sponsor	Submission Type	Banner Fund #	Sponsor Award #	Project Start Date	Project End Date
FP00004925	Gfdgsdg	Gonzales, Draft Sean		test	Internal Medicine IM	NIH / Blueprint for Neuroscience Research	Funding Submission			5/22/2018	

Ancillary agreements are all unfunded agreements that are processed through UNMHSC SPO/Pre-Award. These include:

- Material Transfer Agreements (MTAs), both Incoming & Outgoing
- Confidentiality Disclosure Agreements (CDAs)
- Data Use Agreements (DUAs)

Creating a New Ancillary Agreement

You Are Here: [Data Use Agreement Test](#)

[← Back](#) [Save](#) [Exit](#) [Hide/Show Errors](#) [Print](#) [Jump To ▾](#)

1.1 Proposal Description

1.0

* Ancillary Agreement Type:

Ancillary Agreement Award Number:

2.0

If MTA, enter the type of material being transferred:

If incoming-MTA, please complete and attach the completed form:
a2 - Copy (2).pdf(0.01) [Upload Revision](#)

If outgoing-MTA, please complete and attach the completed form:
[None] [Upload](#)

3.0

* Short Title of Agreement:

4.0

Detailed Agreement Description:

5.0

* Principal Investigator:
PI test [...](#)

6.0

* Submitting Department:
Internal Medicine IM [...](#)

* Administrative Contact:

Creating a New Ancillary Agreement

*** Administrative Contact:**
Study Staff

Persons With Edit Rights:

Person	User ID
There are no items to display	

Persons With Read-Only Rights:

Person	User ID
There are no items to display	

7.0 **Project Start Date:**

8.0 **Sponsored Projects Officer:** Aida Andujo

9.0 **PI Org Code:** 851A

10.0 *** Select Sponsor:**
AAVP Biosystems, LLC

If sponsor does not appear in list, enter name here:

Agency Contact Name:

Agency Contact Phone Number:

Agency Contact Email:

Creating a New Ancillary Agreement

12.0 If ancillary agreement is type MTA, select MTA Type:


13.0 If ancillary agreement is type MTA, select Source Business Type:

14.0 Comments:

« Back

 Save

 Exit

 Hide/Show Errors

 Print

 Jump To ▾

Creating a New Ancillary Agreement

You Are Here: [Material Transfer Agreement Te...](#)

[← Back](#) [Save](#) [Exit](#) [Hide/Show Errors](#) [Print](#) [Jump To ▾](#)

2.0 Export Control Screening Questions Form

Does this project contain any of the following:

1.0	* Export Control: <input type="radio"/> Yes <input checked="" type="radio"/> No Clear
2.0	* Does This Project Involve Select Agents or Select Toxins <u>Of Any Amount</u> : <input type="radio"/> Yes <input checked="" type="radio"/> No Clear
3.0	* Has Foreign National Personnel: <input type="radio"/> Yes <input checked="" type="radio"/> No Clear
4.0	* Has Dual Citizenship: <input type="radio"/> Yes <input checked="" type="radio"/> No Clear
5.0	* Has Foreign Collaborators: <input type="radio"/> Yes <input checked="" type="radio"/> No Clear
6.0	* Has Restrictions On Publications: <input type="radio"/> Yes <input checked="" type="radio"/> No Clear
7.0	* Has Foreign Owned Funding: <input type="radio"/> Yes <input checked="" type="radio"/> No Clear
8.0	* Involves Foreign Travel: <input type="radio"/> Yes <input checked="" type="radio"/> No Clear
9.0	* Has Proprietary Information: <input type="radio"/> Yes <input checked="" type="radio"/> No Clear
10.0	* Is Drug Free Workforce: <input type="radio"/> Yes <input checked="" type="radio"/> No Clear
11.0	* Has Security File (TCP): <input type="radio"/> Yes <input checked="" type="radio"/> No Clear

Upload Completed Export Control Exclusion Screening Form:
[None] [Upload](#)

Creating a New Ancillary Agreement

You Are Here: [Material Transfer Agreement Te...](#)

← Back Save Exit Hide/Show Errors Print Jump To ▾ Finish

12.0 Completion Instructions:

1.0 Congratulations! You have completed the SPO required information.

In the toolbar, select "Hide / Show Errors" to validate that this form is complete. Update any errors or incomplete sections.

Select "Finish" in the lower right hand corner if you are ready to initiate the approval process.

← Back Save Exit Hide/Show Errors Print Jump To ▾ **Finish**

**Hooray! You've completed the Ancillary Agreement Smart Forms.
Don't forget to click "Finish" as the final step!**

Creating a New Ancillary Agreement

UNM HEALTH SCIENCES CENTER Electronic Research Administration

My Inbox Reports

Material Transfer Agreement test

Current State: **Draft**

Buttons: Edit Funding Submission, **Printer Version**, View Differences, View Smartform Progress

My Activities

- Copy as a NEW Proposal
- Send Ancillary to SPO Final Review
- RTSF
- Proposal Comments
- Department Documents**

PROPOSAL INFORMATION

PD/PI: PI test

Submitting Department/Division: Internal Medicine IM

Specialist: Aida Andujo

Sponsors: AAVP Biosystems, LLC

SF-424:

Banner Fund #:

Sponsor Award #: 123456

BUDGET TOTALS

Starting Date: 5/11/2018

Number of Periods: 0

Current Period: 1

Total Direct: \$0

Total Indirect: \$0

Total: \$0

SPO Proposal Comments

RTSF Information

Date Created	Submitted	Funds Amount	Funds Start Date	Funds End Date	PI Approved	Department Chair Will Fund	Dean Will Fund
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Historic RTSFs

Was Approved	Date Created	Submitted	Funds Amount	Funds Start Date	Funds End Date	Department Chair Will Fund	Dean Will Fund
There are no items to display							

FP000

After completing the Smart Forms, you will be taken to the Proposal Workspace. Notice that the current state is "Draft"

For a quick way to review your proposal, check out the "Printer Version"

Upload your ancillary materials with the "Department Documents" activity

Creating a New Ancillary Agreement

Department Documents

Upload All Necessary Grant Documents Via the Properties Below

Misc Documents:

Name

There are no items to display

MTA Questionnaire (Incoming):

Name

There are no items to display

MTA Questionnaire (Outgoing):

[None]

Need Help?

Check out the Click User Guide!













Contact Danielle Jones or Sean Gonzales to schedule on-site assistance.

- Danielle: DCRepella@salud.unm.edu, 505-272-4076
- Sean: Sgonzales@salud.unm.edu, 505-272-3495

If you have system problems, please contact one of the administrators below:

- Sean Gonzales, Sgonzales@salud.unm.edu, 505-272-3495
- Danielle Jones, DCRepella@salud.unm.edu, 505-272-4076

And, as always, call or email your Sponsor Projects contact for help!

 <p>Stacy Bigbie - Associate Director, Financial Services/Pre-Award Email: SCatanach@salud.unm.edu Office: 1650 University, Room 2222 Phone: (505)272-9448 Specialist Type: Manager</p>	 <p>Danielle Jones - Manager, Sponsored Projects (Click Specialist) Email: DCRepella@salud.unm.edu Office: 1650 University, Room 2212 Phone: (505)272-4076 Specialist Type: Manager</p>	 <p>Aida Andujo - Manager, Sponsored Projects (Reporting) Email: AAndujo@salud.unm.edu Office: 1650 University, Room 2210 Phone: (505)272-1219 Specialist Type: Manager</p>
 <p>Julie Gallegos - Sponsored Projects Officer Email: JGallegos@salud.unm.edu Office: 1650 University, Room 2214 Phone: (505)272-5665 Specialist Type: Contracts</p>	 <p>Marisa Sanchez - Sponsored Projects Officer Email: MarSanchez@salud.unm.edu Office: 1650 University, Room 2215 Phone: 505-272-3396 Specialist Type: Grants</p>	 <p>Jenni LeBlanc - Sponsored Projects Officer, Clinical Trials Email: JKain@salud.unm.edu Office: 1650 University, Room 2205 Phone: (505)272-9377 Specialist Type: Clinical Trials CTAs</p>
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