

# Buzz Session Feb 28

**Charles Maris**  
**Beth DeCarolis**  
**SPA**

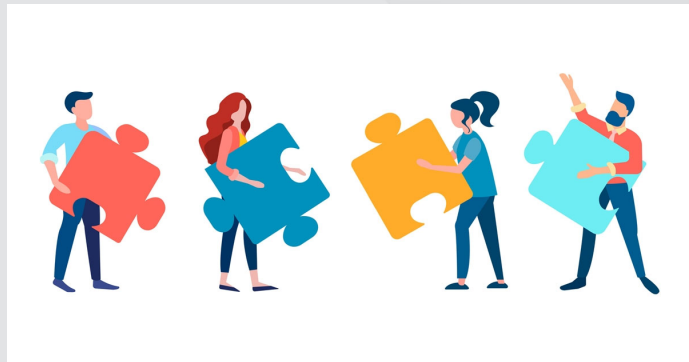


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## Agenda

### Roles and Responsibilities

- PIs
- Department Administrators
- SPA staff
- SPA managers



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## Let's get to it!

Necessary disclosures provided?

IRB, IACUC, COI, Export Control, Risk Mgmt, etc., might see things a bit differently, but there are more similarities than differences.



First: a bit about PIs

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## The most and greatest responsibilities are with the PI

This is by design.

But we're all here to support the research and ensure that it proceeds correctly, efficiently, compliantly.



For example...

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# Sharing the IRB definition of PI



[https://www.unmc.edu/irb/resources/\\_files/invest\\_guidance\\_v2/pi\\_qualifications\\_and\\_responsibilities.pdf](https://www.unmc.edu/irb/resources/_files/invest_guidance_v2/pi_qualifications_and_responsibilities.pdf)

## Description:

This policy describes the qualifications and responsibilities of the Principal Investigator (PI) during the conduct of research within UNMC and at external sites under the PI's protocol.

## Qualifications:

- 1) **Must be an employee, faculty member, or student.**
  - a. Volunteer faculty may serve as the PI only with written permission from the appropriate UNMC Dean.
  - b. Individuals other than who are listed may serve as the PI only if a special memorandum of understanding exists.
  - c. If the PI is a student, a faculty advisor must be a secondary investigator (SI).
  - d. A student may NOT serve as the PI on a study involving administration or use of an FDA regulated drug, device, or biologic.
- 2) **The PI must be qualified by education, training, experience, and licensure** (as applicable) to assume overall responsibility.

## Responsibilities:

- Will **conduct and monitor the research** from start to finish.
- Will make sure the **research complies** with all HRPP policies & procedures, HIPAA requirements, FDA guidelines, protocol and related documents, IRB of record's policies and procedures, grants/contracts/agreements, etc. (*all as applicable*).
- Is **responsible for all study personnel**, including their involvement, their qualifications, keeping them informed, communicating changes, conflicts of interest, etc.
- Is **responsible for all IRB paperwork**: application, change requests, adverse events, continuing review, study completion report etc.
- Is **responsible for reporting to the IRB** any conflicts of interest, unanticipated problems, adverse events, noncompliance, etc.
- Is **responsible for overall safety and welfare of subjects**.
- Is **responsible for proper monitoring and storage** of all research-related **data**.
- Is **responsible for all study communication** via RSS.

Sharing this because different offices define "PI" differently, PIs are ultimately responsible for the conduct of the project and protection of human subjects (or animals). Also, "**data management**" is a growing (PI) priority.

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# SPA's website defines the roles



<https://www.unmc.edu/spa/contract/s/roles-responsibilities.html>

UNMC | SPA | Industry Contracts | Roles & Responsibilities

## Roles & Responsibilities

As soon as you determine interest in a particular project or study, be sure to contact your department administrator, clinical coordinator if applicable, and the SPAdmin Coordinator. They are familiar with the research infrastructure and administrative requirements and can help you get off to a good start. Roles and responsibilities are as follows:

**Principal Investigators**

- Lead and direct all aspects of the project
- Recruit personnel and collaborators
- Negotiate budget with the sponsor (or assign to departmental staff)
- Arrange for lab space and equipment
- Obtain regulatory approvals prior to initiating project
- Ensure the integrity and timeliness of information provided to SPAdmin
- Verify that Conflict of Interest disclosures are current
- Communicate with staff who generate your internal forms for institutional approval
- Sign internal forms

**Departmental Staff (Administrators and Coordinators if applicable)**

- Assist investigators with project or study start-up activities, which may include negotiating budgets, submitting regulatory applications and clinical trial notices and coordinating consent form approvals
- Manage UNMC's financial systems, maintaining the integrity of the financial transactions in those systems in keeping with UNMC Policy #8012 ([http://wiki.unmc.edu/index.php?title=Principles\\_of\\_Financial\\_Stewardship](http://wiki.unmc.edu/index.php?title=Principles_of_Financial_Stewardship))
- Generate internal forms for signature
- Interface with SPAdmin, sponsors, and regulatory bodies

**SPAdmin Personnel**

- Negotiate agreements and amendments to protect institutional and investigator interests and to ensure compliance with sponsor and institutional requirements



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- Conduct of the Project
  - Ensuring protocols are in place
  - Hiring staff
  - Provides information that is timely and has integrity
  - Conflict of Interest disclosures
  - Signs ADIS IFs
- RESPONSIBILITY**  
And more. So much more.

- Primary resource for PI and SPA
  - Build proposals in Cayse
  - Build budgets in ADIS
  - Signs ADIS IFs
  - Manages deadlines
  - Subrecipient comms
  - Prime recipient comms
- INFORMATION (Project) & ACTION**

- Ensure budgets are correct
  - Ensure proposals are compliant
  - Signs ADIS IFs
  - Negotiate agreements (K team)
  - Correspond with sponsor (GMS)
  - AWD setup (+ subs tix)
  - Ensures follow-on actions are ticketed
- INFORMATION (Sponsor & Inst.) & QUALITY**

- Maintain required registrations
  - Maintain necessary systems
  - Performs final app quality check
  - Submits (or releases) all apps
  - SO/signing official responsibilities
  - AOR/Auth Org. Rep
  - Training and Education
  - Regulations (sponsor and Inst.)
- PROCESSES & PEOPLE**

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## Isn't there overlap?

I'd say no.

There ARE shared responsibilities.

We ARE a team (of teams) with the same goals.

When each person engages is distinct.

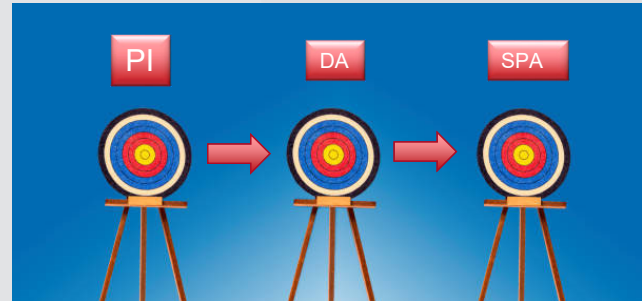
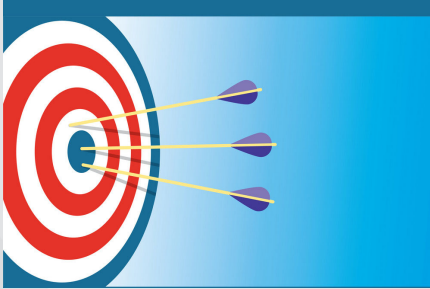
<ul style="list-style-type: none"> <li>• Conduct of the Project</li> <li>• Ensuring protocols are in place</li> <li>• Hiring staff</li> <li>• Provides information that is timely and has integrity</li> <li>• Conflict of Interest disclosures</li> <li>• Signs ADIS IFs</li> </ul>	<ul style="list-style-type: none"> <li>• Primary resource for PI and SPA</li> <li>• Build proposals in Cayse</li> <li>• Build budgets in ADIS</li> <li>• Signs ADIS IFs</li> <li>• Manages deadlines</li> <li>• Subrecipient comms</li> <li>• Prime recipient comms</li> </ul>
<ul style="list-style-type: none"> <li>• Review budgets</li> <li>• Review proposals</li> <li>• Signs ADIS IFs</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain required registrations</li> <li>• Maintain necessary systems</li> <li>• Performs final app quality check</li> <li>• Submits (or releases) all apps</li> <li>• SO/signing official responsibilities</li> </ul>
<ul style="list-style-type: none"> <li>• Negotiate agreements</li> <li>• Correspond with sponsor (GMS)</li> <li>• AWD setup (+ subs tix)</li> <li>• End-to-end linking</li> </ul>	<ul style="list-style-type: none"> <li>• AOR/Auth Org. Rep</li> <li>• Training and Education</li> <li>• Regulations (sponsor and Inst.)</li> </ul>

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## Regarding deadlines

<https://www.unmc.edu/spa/grants/internal-deadlines.html>



### Deadlines (simplified)

Notify SPA at least two weeks out

Release to SPA with 3 Whole Business Days

**Subs, F&A waiver, CS, internet., sIRB:** 5 WBDs

**Complex Grants (~P):** 5 WBDs, earlier notification

**Limited submission:** 2 months notification (extra work)

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## Considering this audience...



Who does what when and in which system, and how are SPA staff best triggered?

**WORKFLOWS & SYSTEMS**

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## Department Administrators and SPA Staff

- Informing SPA of upcoming submissions in the Ticker
  - Initiating tickets in the SPA Ticker (more on that later)
  - Creating proposals in Cayuse
  - Populating proposals in Cayuse
  - Triggering SPA to review C&F proposals\*
  - Generate Internal Forms/IFs in ADIS, ensuring accuracy (project, supplemental, NCEs, Adv Accts)
  - PORTALS (small)\*\*: extra coordination needed
  - PORTALS (large): proposal build
  - Obtaining documents for JITs
  - Prior Approval Requests need tickets, are submissions
  - Exercise judgement when working in tickets vs. email
- Engaging/understanding Tickets early/timely
  - Completing NOFO/RFP Mark-ups
  - Answering questions related to NOFOs and RFPs
  - Suggesting proposal kick-off meetings
  - Reviewing C&F applications thoroughly if on-time
  - Reviewing IFs, requesting corrections
  - PORTALS (small)\*\*: extra coordination needed
  - PORTALS (large)\*\*: proposal review
  - Reviewing JITs and triggering SPA Mgrs to submit
  - Exercise judgement when working in tickets vs. email

- PIs provide all proposal documents; timeliness
- PIs initiate RPPRs (or delegate to Dept Admins)

\* C&F = complete and final, **minus** the Abstract, Narrative, Refs  
 \*\* small portals do not allow for role-based work  
 \*\*\* SPA Mgrs handle large portal registration and roles mgmt

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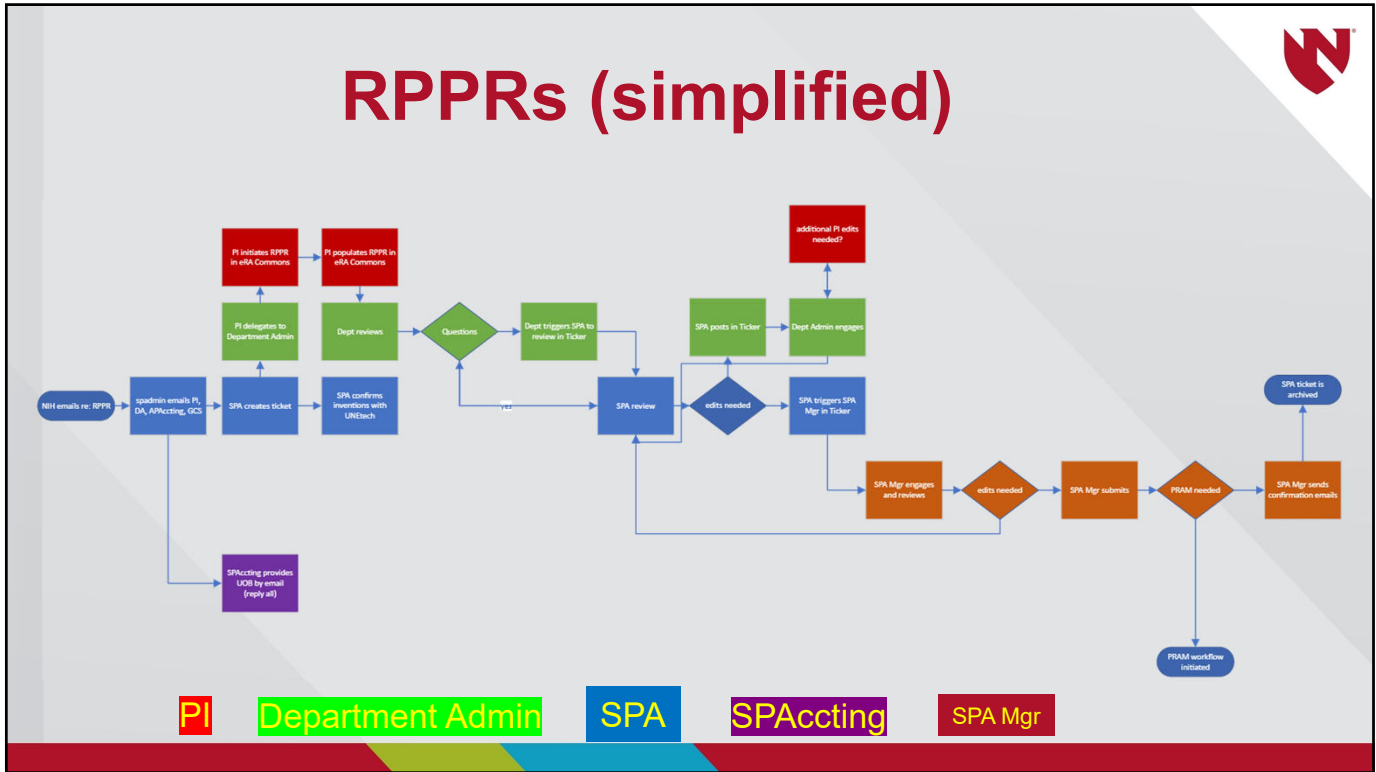


## Today: overview

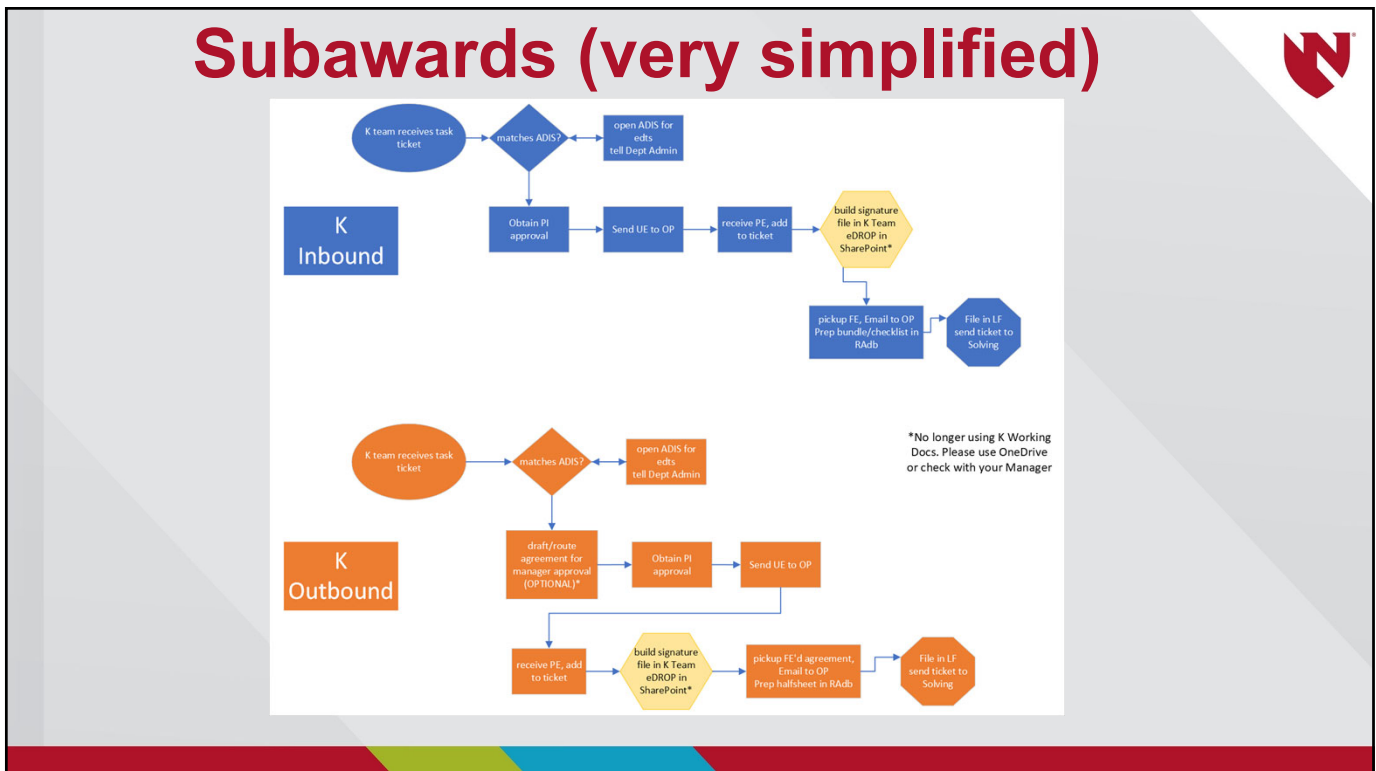
Tomorrows: (refresher)  
 training on different SP  
 workflows?

Two examples:

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## Would (more) scripted workflows help?



SPA can work with the departments to script out more of the workflows.

They can be very detailed and need to cover a variety of situations; we need your input.

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## A word about our best ally



### Sponsored Programs Accounting

Keeping it high level here

- Set up awards in SAP
- Monitor revenue, cost share, and expenditures for allowability
- Invoice sponsors for cost reimbursable or fixed price amounts
- Prepare and submit financial reports to sponsors
- Reconcile and lock SAP WBS

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## SPA Systems



- UNMC
  - ADIS
  - RSS
- Vendor
  - Ticker
  - Cayuse

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## SPA Systems



- UNMC
  - ADIS
    - Research
      - Grants/Contracts
        - **Internal Forms – Dashboard**
        - **Internal Forms – Search Projects**
        - **Search Bundles**
        - **Search Projects**
    - Reports
      - **Grant/Contract Report**
  - RSS
    - SPA/UNeHealth
      - **Other Support**
      - **Projected Budgets**
      - **View Salary**
- Vendor
  - Ticker
  - Cayuse

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## SPA Systems



Access	System
ADIS Internal Forms – Edit <i>by unit</i>	<ul style="list-style-type: none"> <li>• Internal Forms – Dashboard</li> <li>• Internal Forms – Search Projects</li> <li>• Search Bundles</li> <li>• Search Projects</li> <li>• Grant/Contract Report</li> </ul>
No special access required	<ul style="list-style-type: none"> <li>• RSS Other Support</li> <li>• RSS Projected Budgets</li> </ul>
<i>By unit</i>	<ul style="list-style-type: none"> <li>• RSS View Salary</li> </ul>
<i>By unit (dept. admins. only)</i>	<ul style="list-style-type: none"> <li>• Ticker</li> </ul>
<i>By proposal (dept. admins. and PIs)</i>	<ul style="list-style-type: none"> <li>• Cayuse</li> </ul>

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## Internal Forms – Dashboard

<https://edge.unmc.edu/adis>



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## Internal Forms – Dashboard



### Internal Forms - Dashboard

[Advance Search](#)  
[show/hide](#)

**Filters**

Items Requiring Your Signature

In Progress

Future Years

PI Signature

SPA Review

Signature Routing

Approved

**Items Requiring Your Signature**

Action	PID	IF ID	Title
	0	20384	Nebraska Geriatrics Workforce Enhancement

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## Internal Forms – Search Projects

<https://edge.unmc.edu/adis>

### Job aid:

[https://www.unmc.edu/spa/\\_documents/SPA\\_Tool\\_Quick\\_Glance\\_Routing\\_ADIS\\_Internal\\_Forms.pdf](https://www.unmc.edu/spa/_documents/SPA_Tool_Quick_Glance_Routing_ADIS_Internal_Forms.pdf)

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## Internal Forms – Search Projects



**Internal Forms - Project Search**

Project Type  
 Grants/Subcontracts  Industry Sponsored Contracts

Last Name  First Name  Department

Status  Project ID  IF ID  Sponsor

Title

WBS#

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**ADIS:** Research → Research  
 Administration → Manage  
 Grants/Contracts → **Internal Forms**



- Provide information needed for SPAdmin to review your proposal
- Collect the institutional signatures needed for SPAdmin to submit your proposal
- Create a record in SPAdmin's database to track your proposal

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**ADIS: Research → Research Administration → Manage Grants/Contracts → Internal Forms**



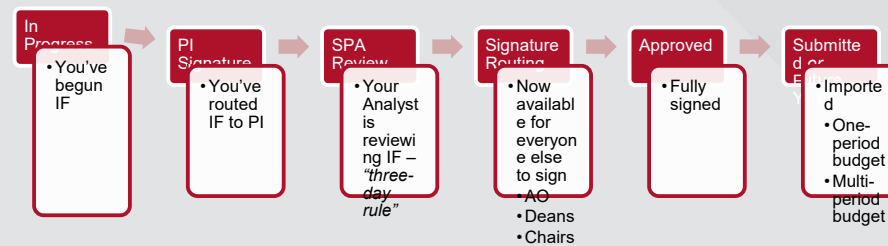
- **Supplement:** Additional funding for an existing budget period
- **Advance account:** Must be tied to an existing request
  - New segment or continuation
  - Job aid: [https://www.unmc.edu/spa/\\_documents/adis\\_guide-advance\\_accounts.pdf](https://www.unmc.edu/spa/_documents/adis_guide-advance_accounts.pdf)
- **No-cost extension:** Sponsor approval/notification may or may not be required
- **Routing/budget:** Can be New, Revised new, Continuation, Renewal, Revised renewal, or Supplement

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**ADIS: Research → Research Administration → Manage Grants/Contracts → Internal Forms**



**Routing:**



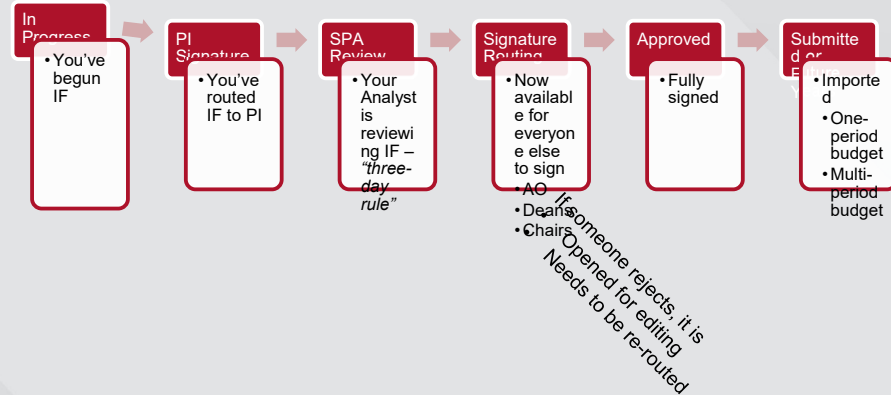
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**ADIS: Research → Research Administration → Manage Grants/Contracts → Internal Forms**

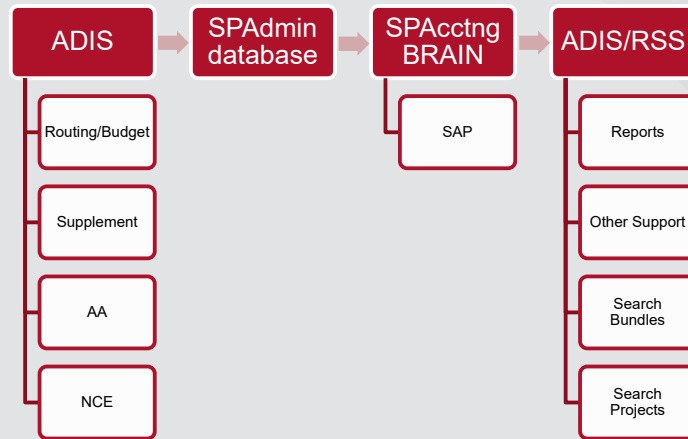


**Routing: Changes needed**



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**ADIS: Research → Research Administration → Manage Grants/Contracts → Internal Forms**



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**ADIS: Research → Research Administration → Manage Grants/Contracts → Internal Forms**



*Do I need to create/modify/update ADIS IFs? Is it “new money?”*

SPAdmin	ADIS Internal Forms	Proposals, awards
SPAcctng	SAP	Revenue, expenditures

Not “new money:”

- Re-budgets
- Child accounts
- Closeouts

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**ADIS: Research → Research Administration → Manage Grants/Contracts → Internal Forms**



**New project: Grants versus Contracts – Grants**

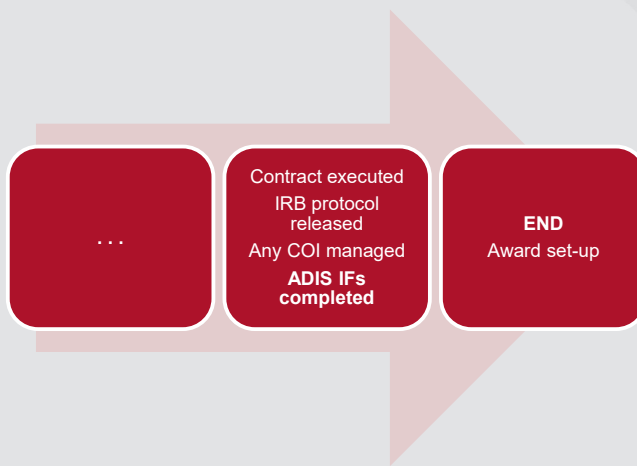


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**ADIS: Research → Research Administration → Manage Grants/Contracts → Internal Forms**



**New project: Grants versus Contracts – Contracts**



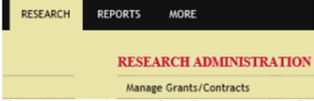
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**ADIS Internal Forms job aid:**

[https://www.unmc.edu/spa/\\_documents/SPA\\_Tool\\_Quick\\_Glance\\_Routing\\_ADIS\\_Internal\\_Forms.pdf](https://www.unmc.edu/spa/_documents/SPA_Tool_Quick_Glance_Routing_ADIS_Internal_Forms.pdf)



How to start a new set of forms:

Life Cycle	ADIS IF Status	Campus Customers	SPA
Proposal development	0. Not started	<p>To initiate ADIS Internal Forms, log into: <a href="https://edge.unmc.edu/adis">https://edge.unmc.edu/adis</a> using your UNMC log-in. Go to Manage Grants/Contracts and then Internal Forms – Search Projects.</p>  <p>To reduce the chance of duplicate records, ADIS requires users to search for a project before inserting new Internal Forms.</p> <p>Search    Reset</p> <p>Only after the Search is executed will ADIS provide the "Insert" button to initiate a new ADIS IF record:</p> <p>Search    Reset    Insert</p>	<p><b>Select the Grant/Contract Page</b></p> <p>INTERNAL FORMS - DASHBOARD INTERNAL FORMS - SEARCH PROJECTS</p>

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## ADIS Internal Forms job aid:

[https://www.unmc.edu/spa/\\_documents/SPA\\_Tool\\_Quick\\_Glance\\_Routing\\_ADIS\\_Internal\\_Forms.pdf](https://www.unmc.edu/spa/_documents/SPA_Tool_Quick_Glance_Routing_ADIS_Internal_Forms.pdf)

How to open an existing set of forms:

**SUBMISSION OF THE ADIS INTERNAL FORM IS COMPLETE.**

**AFTER SUBMISSION:**  
 Either the **Dept. Admin.** or **SPA** can move the ADIS Internal Form from **Submitted** or **Future Years** to **Award Modification**, if appropriate.  
 Either the **Dept. Admin.** or **SPA** can move the ADIS Internal Form from **Future Years** to **In Progress**, if appropriate.

Dashboard

Project Search

**Forms**

Forms List

Routing Form

General Budget Information

Budget Summary

status

Future Years

In Progress

Future Years

Award Modification

**POSSIBLE ACTIONS WHEN NOTICE OF AWARD RECEIVED \*OR\* PROGRESS REPORT DUE**

Award set-up	Award Modification	<p><b>How to open for edits:</b> The ADIS Internal Form is opened for edits by the <b>Dept. Admin.</b> or <b>SPA Analyst</b> by changing the status to Award Modification. The <b>Dept. Admin.</b> can independently change the status without <b>SPA</b> involvement.</p> <p><b>Why:</b> To revise proposed budget to match sponsor-approved budget in order to set up award (current year, before set-up).</p>
Non-competing continuation	In progress	<p><b>How to update next budget period:</b> If the ADIS Internal Form record contains multiple budget periods, then the next budget period is opened for updates by the <b>Dept. Admin.</b> or <b>SPA Analyst</b> by changing the status to <b>In Progress</b>. The <b>Dept. Admin.</b> can independently change the status without <b>SPA</b> involvement.</p> <p><b>Why:</b> To update and route the next budget period (subsequent year to support the non-competitive application Research Performance &amp; Progress Report "RPPR").</p>

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## ADIS Internal Forms job aid:

[https://www.unmc.edu/spa/\\_documents/SPA\\_Tool\\_Quick\\_Glance\\_Routing\\_ADIS\\_Internal\\_Forms.pdf](https://www.unmc.edu/spa/_documents/SPA_Tool_Quick_Glance_Routing_ADIS_Internal_Forms.pdf)

Who can sign:

Signers and designees	
<p><b>Principal Investigator (PI)</b></p> <ul style="list-style-type: none"> <li>Cannot designate alternate signers</li> <li>Can approve via email if unable to sign in ADIS, but *must* cite the ADIS Internal Forms ID #.</li> </ul>	<p><b>All Other Signers</b></p> <p>College deans (<i>required</i>), department chairs (<i>required</i>), and College of Medicine – Internal Medicine division chiefs (<i>optional</i>)</p> <ul style="list-style-type: none"> <li>Can designate alternate signers</li> <li>Should *NOT* be <b>Principal Investigator</b> or "prepared by" person</li> </ul>

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## Search Bundles

<https://edge.unmc.edu/adis>

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## Search Bundles

Bundle Search Form

investigator name (last,first):	selected person:	project id:
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Search"/>		

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**ADIS: Research → Research  
Administration → Manage Grants/Contracts  
→ Search Bundles**

If you have

- PID #

And you want only

- Checklist
- Halfsheet

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**Search Projects**  
<https://edge.unmc.edu/adis>

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# Search Projects



## Sponsored Projects Search

Last Name	First Name	Department
<input type="text"/>	<input type="text"/>	<input type="text"/>
Status	Project ID	Sponsor
<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>
Title	NIH Core ID	WBS#
<input type="text"/>	<input type="text"/>	<input type="text"/>

PI  CO  OT  
 CRO

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## ADIS: Research → Research Administration → Manage Grants/Contracts → Search Projects



If you have

- PID #
- WBS #
- NIH core ID #

And you want

- Funding
  - Requests
  - Awards
  - Projected
- Staffing
- Subcontracts
- Compliance
  - IRB
  - IACUC
  - IBC
- Bundles
  - Checklists
  - Halfsheets
- Internal forms

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## Grant/Contract Report

<https://edge.unmc.edu/adis>

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### ADIS: Reports → Research Reports → Grants/Contracts Reports

#### Type

- Applications
- Awards

#### Select

- Investigator
- Unit

#### Date

- Today
- Fiscal year
- Date range

#### Fields

- PI
- Title
- Sponsor
- Period of performance
- Direct
- Indirect
- Total

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## Other Support

<https://net.unmc.edu/rss/>

### Job aid:

[https://www.unmc.edu/spa/\\_documents/rss\\_other-support.pdf](https://www.unmc.edu/spa/_documents/rss_other-support.pdf)

### FAQs:

<https://www.unmc.edu/spa/grants/resources/other-support-faq.html>

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**RSS:** SPA/UNeHealth → Other Support → **NIH & PHS**

### NIH Other Support kiosk:

<https://grants.nih.gov/grants/forms/othersupport.htm>

#### Includes

- Resources and financial support from all foreign and domestic entities that are available to the researcher (e.g., financial support for laboratory personnel; provision of high-value materials that are not freely available [biologics, chemical, model systems, technology])
- Consulting agreements, when the PD/PI or other senior/key personnel will be conducting research as part of the consulting activities
- In-kind contributions (e.g., office/laboratory space, equipment, supplies, or employees or students supported by an outside source)

#### Excludes

- Training awards, prizes, or gifts

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**RSS: SPA/UNeHealth → Other Support → NIH & PHS**

- Title
- Major Goals – *need to add* \*
- Status
- Project Number – *may need to edit* \*\*
- PI – *may need to edit* \*\*
- Source – *may need to edit* \*\*
- Place of Performance
- Start and End Dates
- Total Award Amount
- Effort

\* Not in SPAdmin's database

\*\* Should reflect prime award (not sub award)

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**RSS: SPA/UNeHealth → Other Support → NIH & PHS****Considerations**

- The “why”
  - Overlap (budgetary, scientific, or commitment)
  - Foreign influence on U.S. research
- SPAdmin's data versus current support
  - Support not in SPAdmin's database
  - Project in SPAdmin's database not pulling into OS
  - Actual effort on project lower than effort in SPAdmin's database
  - No longer working on project

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**RSS: SPA/UNeHealth → Other Support → NIH & PHS**



Create a “Data Concern” Submission ticket if:

- A proposal appears that was not funded
- A proposal doesn't appear that is under consideration
- Project data is incorrect in any way

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**Projected Budgets**  
<https://net.unmc.edu/rss/>

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# Projected Budgets

sponsor name search

sponsor

**Please indicate the following**

industry sponsored contract  
 modular budget  
 personnel costs

unehealth training  
 project generates income  
 subcontract costs

off-campus research  
 other costs

i.p.a.

**Project Type**

administration  
 research

instructional student aid

other

public service

**Period Dates**

number of periods in project cycle

year	begin date	end date
1	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>

**Budget Type**

mtdc - modified total direct cost  
 tdc - total direct costs

**Sponsor allows F&A Costs as Cost Share**

yes  
 no

**Staffing**

inflation factor

nih salary cap

**Personnel (begin with senior personnel)**

name search


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**View Salary**  
<https://net.unmc.edu/rss/>

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## View Salary *up to NIH cap*


To search for a person you must enter a last name.

last name

first name (optional)

grant salary	
<input checked="" type="checkbox"/> Inflation Factor	.00%
IBS Salary	<input type="text" value="0"/>
% Benefits	<input type="text" value="0"/>
% Effort	<input type="text" value="0"/>
# Months This Year	<input type="text" value="2"/>
# Months Next Year	<input type="text" value="10"/>
# Months 2 Years Out	<input type="text" value="0"/>


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## Ticker

<https://unmcspa.zendesk.com/>

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## The Ticker

**Job aid:**  
<https://unmcspa.zendesk.com/hc/en-us/articles/5993830748183-Job-Aid-The-Ticker-Campus-Users-Version-23-January-2023>

Page 1 of 37  
 Campus Users  
 Version Date: 23JAN23

**"The Ticker"**  
 Sponsored Programs Administration  
 (Work Task Unified Workspace & Unified Records)


### Help Center:

Training & Education	Unfunded Agreements	Subawards
Awards	Proposals	About Us
SPA Staff Only	General	

Recent activity

**G Team**  
 Template: Employment Attestation for Omaha VA IPAs  
 Article created 6 days ago 0

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## The Ticker

### Advantages

- Reduces “email overwhelm;” reduces the chance of “losing” a task
- Unified workspace/unified record
- Transparency; ability to “self-serve” a status update

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## The Ticker



### Safety net

- System
  - Prioritizes tasks
    - Type of task
    - Due date
    - Time between actions
  - Reporting
- Human
  - Analysts' work queue
  - Managers' work queue

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## The Ticker



### Managers

- Triage new tickets
- Reassign tickets
  - Planned/unplanned absences
  - To equalize workload
- Secondary review/action
  - Submit an application
  - Sign a document
  - Release an award to SPAcctng

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## The Ticker



### Dept. use of the Ticker

- Strongly encouraged, but
- Not required

### PIs in the Ticker

- Not yet, but
- Continue to look into options

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## The Ticker



### Email options for dept. admins.

- Responding to ticker-generated emails
- Starting new tickets via [support@unmcspa.zendesk.com](mailto:support@unmcspa.zendesk.com)

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# The Ticker



## To update a ticket

Tue 2/21/2023 1:34 PM  
 UNMC Sponsored Programs Administration <support@unmcspa.zendesk.com>  
**ACTION REQUIRED: Ticket # 10270: Please complete the requested action(s).**

To: DeCarolis, Bethany L  
 You replied to this message on 2/21/2023 1:36 PM  
 If there are problems with how this message is displayed, click here to view it in a web browser.

**This Message is From an External Sender**  
 This message came from outside your organization.

**Non-UNMC email**  
 #10270 [unmcspa.zendesk.com] - MY TEST EMAIL

**Bethany DeCarolis (UNMC Sponsored Programs Administration)**  
 Feb 21, 2023, 1:34 PM CST  
 Status Updated: #2 [unmcspa.zendesk.com] Campus: Waiting Until Release to SPA for Review/Submission. The SPA provide items for review/submission at least three business days before the sponsor's due date.  
 Thanks for letting us know.

You are an agent. Add a comment by replying to this email or [view ticket in Zendesk Support unmcspa.zendesk.com](#)

**Ticket #** 10270  
**Status** Pending  
**Requester** Bethany DeCarolis  
**CCs** -  
**Group** SPA Analysts  
**Assignee** Bethany DeCarolis  
**Priority** Normal  
**Type** Task  
**Channel** By Mail

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# The Ticker



ZD Status	SPA Status	Email subject line
<b>Blue</b> "Pending" icon	Ball is in campus's court	ACTION REQUIRED: Ticket # 12345: Please complete the requested action(s).
<b>Orange</b> "Open" icon	Ball is in SPA's court	FYI Only: Ticket # 98765: No Dept Action Needed

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## The Ticker



support@unmcspa.zendesk.com

- You do not need to CC your SPA analyst, as they will be notified via the Ticker
- Because the Support email will result in a new ticket, it should be used only to begin a new work task with SPA

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## Cayuse

<https://unmc.cayuse424.com/>



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## Grants.gov proposals are completed in Cayuse Proposals (S2S)



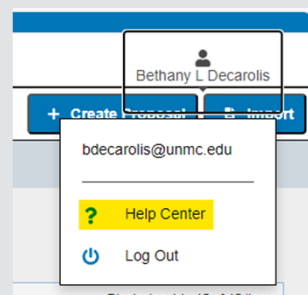
- Pre-populates institutional information
- Allows multiple users to work on proposal
- Validates proposal against sponsor's technical requirements

SPAdmin checks for conformity with

- UNMC policies
- Sponsor policies
- Program guidelines

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## Cayuse



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