**UNMC RESEARCH QUICK REFERENCE – GRANTS & CONTRACTS (BASIC SCIENCE)**

### Activities

#### Investigator
- Research design
- Biostats
- Biomedical Informatics
- Find funding
- Budget
- Find collaborator
- Feasibility
- Core Facilities
- Identify study personnel
- Notify Dept. Admin

#### Dept Staff
- Notify SPAdmin of deadline and provide program announcement
- Complete application
- Draft internal forms
- Verify COI disclosures are current
- Gather signatures on intent to form subcontract forms
- Assist with proposal draft

#### Sponsored Programs
- Review COI disclosures; advise Compliance Office of potential conflicts
- Review budgets and provide feedback
- Suggest modifications

#### Milestones
- Funding source identified
- Costs, space and personnel needs identified
- SPAdmin on notice
- Conflicts of interest disclosed
- Conflicts managed
- CITI training complete for all personnel on budget
- Internal forms approved by institution
- Proposal signed/submitted to sponsor by SPAdmin
- NOA received
- WBS account set up
- Training requirements met
- IRB / IACUC/IBC approved
- Subcontracts executed
- Project milestones met
- WBS closed

*F&A waiver, administrative costs, cost share and special components such as international, export control, VA and NSRI. For questions contact Sponsored Programs Administration (SPAdm) 402.559.7456

### Phases

#### Develop Concept
- Draft proposal
- Seek editorial assistance if desired
- Review proposal with Director/Chair/Chief
- Alert SPAdmin/Dept Staff of special considerations*

#### Draft Proposal
- Complete other training as needed
- Finalize regulatory approvals

#### Seek Approvals
- Submit proposal to SPA for review and approval
- Submit subcontract letters of intent to SPAdmin

#### Prep for Award
- Conduct study
- Draft annual progress reports and submit to SPAdmin for review/approval/submission
- Link grant to NCBI publication

#### Manage Project
- Negotiate subcontracts
- Review/submit future year internals and Alert SPAdmin of post award modifications

#### Close & Publish
- Initiate financial closeout
- Submit closeout request to SPAdmin
- Retain records in compliance with sponsor/institutional policies

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