

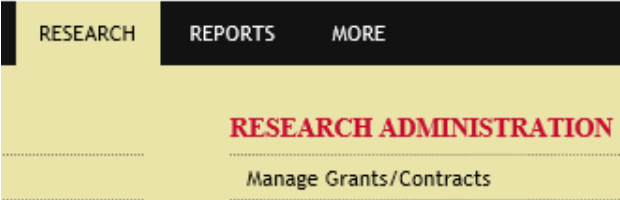

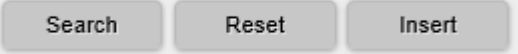

SPONSORED PROGRAMS ADMINISTRATION TOOL: Quick Glance (Routing ADIS Internal Forms)
Version: 25 January 2021


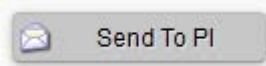
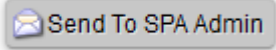
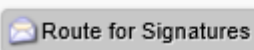
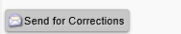
Scope: This SPA Tool covers only the routing of ADIS Internal Forms for SPA purposes, specifically for grants.

- Refer questions about other ADIS functionality (e.g., Personnel Records, Reports) to the responsible unit or the IT Help Desk.

Note: A table of **Types of ADIS Internal Forms** (that you can start) and then the **Type of Submission** (that you must then select) within the just-created form is found at the *END* of this document.

<p>The purpose of ADIS Internal Forms is to:</p> <ul style="list-style-type: none"> • Collect information to support SPA review of a submission to an external sponsor, including the budget; • Document PI/Dept/Operating Unit approval for the submission; and, • Create an internal administrative record for import into SPA's database and for use as the basis of internal award setup. 	<p>Legend:</p> <ul style="list-style-type: none"> • Dept. Admin. • Principal Investigator (PI) • SPA Analyst • SPA Manager • All Other Signers 	<p>The following items are not submitted in ADIS:</p> <ul style="list-style-type: none"> • Re-budgets • Child accounts • Closeouts
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Life Cycle	ADIS IF Status	Campus Customers	SPA
Proposal development	0. Not started	<p>To initiate ADIS Internal Forms, log into: https://edge.unmc.edu/adis 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>Only after the Search is executed will ADIS provide the “Insert” button to initiate a new ADIS IF record:</p> 	

Life Cycle	ADIS IF Status	Campus Customers	SPA
Proposal review	1. In Progress	As soon as the Dept. Admin. saves the first page, an ADIS Internal Forms ID # is assigned, and it appears in SPA's queue.	<p>SPA can see the ADIS IF in its queue, including the due date. If SPA was *NOT* aware of this upcoming submission, SPA will contact the Dept. Admin. for more information.</p> 
<p>ACTION TO COMPLETE: The Dept. Admin. routes the ADIS Internal Forms to the Principal Investigator.</p> 			
	2. PI Signature	To review the ADIS Internal Forms record, the Principal Investigator logs into ADIS (see Row 0 above for login and navigation particulars).	If the Principal Investigator cannot sign, SPA can obtain their approval via email (using a template with the certification statements), and a SPA Manager can “sign” on behalf of the PI.
<p>ACTION TO COMPLETE: The Principal Investigator signs the ADIS Internal Forms in a 2-step action - (1) Check the checkbox next to the statement in red and (2) click the grey button to route it to the SPA Analyst selected as the contact.</p> <p><input type="checkbox"/> I agree to the above statements and approve all forms </p>			
	3. SPA Review	The ADIS Internal Form should be in the status of SPA Review 3-days *prior* to the Sponsor deadline per SPA's 3-Day Rule.	The SPA Analyst reviews the ADIS Internal Forms and submission documents.
<p>ACTION TO COMPLETE: The SPA Analyst signs the ADIS Internal Forms and routes it to the SPA Manager and All Other Signers.</p> <p>ALTERNATE ACTION TO COMPLETE: The SPA Analyst rejects and returns the ADIS Internal Form to the status of In Progress for the Dept. Admin. to edit.</p> <div style="display: flex; justify-content: space-around;"> <div data-bbox="745 1153 1155 1388"> <p>budget</p> <p><input checked="" type="radio"/> Approve <input type="radio"/> Do Not Approve</p> <p></p> </div> <div data-bbox="1365 1153 1564 1388"> <p><input type="radio"/> Approve <input checked="" type="radio"/> Do Not Approve</p> <p></p> </div> </div>			

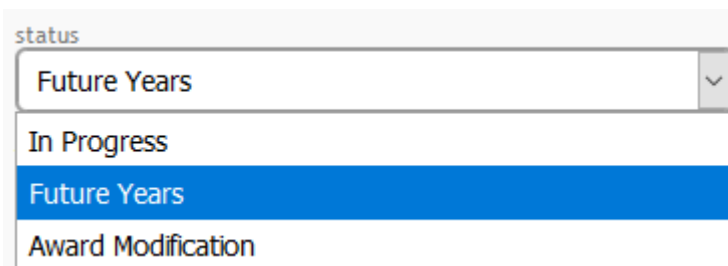
Life Cycle	ADIS IF Status	Campus Customers	SPA														
	4. Signature Routing	All Other Signers review and sign the ADIS Internal Form.	The SPA Manager reviews the ADIS Internal Form and submission documents.														
	<p>ACTION TO COMPLETE: When SPA Manager and All Other Signers have signed the ADIS Internal Form, it moves to the status of Approved.</p> <p>ALTERNATE ACTION TO REJECT: SPA Manager or Any Other Signer rejects the ADIS Internal Form to make it editable to the Dept. Admin. and SPA. It remains in Signature Routing.</p> <div style="display: flex; justify-content: space-around;"> <div data-bbox="638 399 1041 883"> <p>budget</p> <p><input checked="" type="radio"/> Approve <input type="radio"/> Do Not Approve</p> </div> <div data-bbox="1278 399 1682 883"> <p>budget</p> <p><input type="radio"/> Approve <input checked="" type="radio"/> Do Not Approve</p> </div> </div>																
5. Approved (internal administrative record only, not approved for funding by sponsor)		All Other Signers have signed. SPA reserves the right to delay submission of a proposal until the ADIS Internal Form documents all internal approvals as evidenced by the ADIS Internal Form signature documentation.	The proposal is ready for submission, and the ADIS Internal Form is ready for import.														
<p>ACTION TO COMPLETE: The SPA Analyst imports the ADIS Internal Form into SPA's database (not visible to campus customers).</p> <div data-bbox="680 1224 1633 1336"> <table border="1"> <thead> <tr> <th>IRFD</th> <th>PI</th> <th>Sponsor</th> <th>University of Nebraska - Omaha</th> <th>Deadline</th> <th>Status</th> <th>Project ID</th> </tr> </thead> <tbody> <tr> <td>13965</td> <td></td> <td>Gao, Lie</td> <td></td> <td>02/05/20</td> <td>Approved</td> <td></td> </tr> </tbody> </table> </div>				IRFD	PI	Sponsor	University of Nebraska - Omaha	Deadline	Status	Project ID	13965		Gao, Lie		02/05/20	Approved	
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Life Cycle	ADIS IF Status	Campus Customers	SPA
Proposal submission	6a. Submitted, <i>if single budget period</i>	ADIS Internal Forms are complete. No further action needed.	SPA Analyst verifies all submission-related actions are complete.
	6b. Future Years, <i>if multiple budget periods</i>		

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.



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

Award set-up	Award Modification	<p>How to open for edits: The ADIS Internal Form is opened for edits by the Dept. Admin. or SPA Analyst by changing the status to Award Modification. The Dept. Admin. can independently change the status without SPA involvement.</p> <p>Why: 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>How to update next budget period: If the ADIS Internal Form record contains multiple budget periods, then the next budget period is opened for updates by the Dept. Admin. or SPA Analyst by changing the status to In Progress. The Dept. Admin. can independently change the status without SPA involvement.</p> <p>Why: To update and route the next budget period (subsequent year to support the non-competitive application Research Performance & Progress Report “RPPR”).</p>

Types of ADIS Internal Forms

(Selection when an ADIS Internal Form is started)

- **Routing/budget** (*most common*): See proposal types (next box)
- **Supplement**: Additional funding for an existing budget period, does not change the budget period
- **Advance Account**: Must be tied to an existing, pending request
- **No-cost extension**:
 - If sponsor approval/notification is required, this only captures information.
 - If sponsor approval/notification is not required, this captures information (e.g., justification, effort) and generates an internal memo.

Routing/Budget ADIS Internal Forms Proposal Types for Grants

(Selection within a newly started ADIS Internal Form)

- New**: Submitted to sponsor for first time (no PID)
- Revised New** (resubmission): Re-submitted to sponsor after unsuccessful previous attempt (should have a PID)
- Continuation**: Non-competing request for subsequent budget period within approved project period (should have PID)
- Renewal**: Submitted to sponsor for additional funding for new project period subsequent to current award (should have PID)
- Revised Renewal**: Re-submitted to sponsor for additional funding for a project period subsequent to the current award, after unsuccessful previous renewal attempt (should have PID)
- Supplement**: Additional funding for existing budget period (should have PID), does not change the budget period

Signers and designees

Principal Investigator (PI)	All Other Signers
<ul style="list-style-type: none"> • Cannot designate alternate signers • Can approve via email if unable to sign in ADIS, but <i>*must*</i> cite the ADIS Internal Forms ID #. 	<p style="text-align: center;">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"> • Can designate alternate signers • Should <i>*NOT*</i> be Principal Investigator or “prepared by” person