



UNMC Internal Review & Approval Procedures for DHHS Rural Health Transformation Fund (RHTF) Applications

PURPOSE

This document outlines the required internal review and approval process for all University of Nebraska Medical Center (UNMC) submissions to the Nebraska Department of Health and Human Services (DHHS) Rural Health Transformation Fund (RHTF) competitive funding opportunities. This process is required to ensure institutional coordination, compliance with DHHS requirements, and appropriate oversight of UNMC's commitments under the RHTF program.

APPLICABILITY

This procedure applies to all UNMC-affiliated investigators, units, centers, and departments intending to submit applications to DHHS under any RHTF competitive funding mechanism.

INTERNAL REVIEW REQUIREMENT

All proposals originating from UNMC must undergo internal review and receive approval from the UNMC Office of the Vice Chancellor for Research (VCR) prior to submission to DHHS.

NOTE: Proposals submitted to DHHS without documented VCR approval will not be endorsed or administratively supported by UNMC.

REQUIRED INTERNAL SUBMISSION MATERIALS

Applicants must submit the following materials for internal review:

1. Two-Page Narrative

The narrative must describe the proposed UNMC scope of work, including:

- Project objectives
- Roles and responsibilities of UNMC personnel
- Planned activities
- Expected outcomes and alignment with RHTF goals

2. Complete Budget

The budget should be provided using a [PHS 398 Detailed Budget Form](#) and must include:

- Direct costs
- Personnel effort
- Subawards (if applicable)
- Justification for all budgeted items

PROJECT MANAGEMENT COSTS

Given the reduced F&A rate allowed (10%), project management costs will be assessed as part of the direct costs by the UNMC VCR Project Management Office (PMO). These costs are determined during internal review and will support compliance monitoring, reporting, and coordination of UNMC responsibilities under the RHTF program.

SUBMISSION TIMELINE

DHHS accepts RHTF applications on a rolling basis.

- Applicants must allow sufficient time for internal review prior to the intended DHHS submission date; please allow at least 10 business days.
- VCR approval is required before any proposal is submitted to DHHS.

SUBMISSION INSTRUCTIONS

All materials must be submitted electronically via the NuRamp Internal Competitions module.

1. Accessing the Submission Portal

- Log in to [NuRamp](#) using your UNMC credentials.
- Navigate to the Internal Competitions module.
- Select the competition titled: “***Intent to Submit - UNMC Proposals to the Nebraska DHHS Rural Health Transformation Fund (RHTF)***”

2. Uploading Required Materials

Upload the following items as a single PDF file:

- Two-page narrative
- Complete budget and justification
- Any supporting documentation relevant to the proposed scope of work

3. Routing and Approval

- Routing is not required for this internal review process.
- Submission of the PDF file will initiate VCR Office review.
- Applicants will be notified once the review is complete and approval is granted.

4. Revisions

If revisions are required:

- Applicants will receive instructions through NuRamp.
- Revised materials must be resubmitted through the same competition record.

RESPONSIBILITIES

UNMC investigators are responsible for:

- Preparing and submitting all required internal materials
- Allowing adequate time for review
- Ensuring adherence to this procedure prior to external submission

CONTACT INFORMATION

For questions regarding this internal review process, contact the UNMC Office of the Vice Chancellor for Research by email (tess.kuenstling@unmc.edu & russell.mcculloh@unmc.edu).