

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

Rev. 1.31.14

PHASE	DEVELOP CONCEPT	DRAFT PROPOSAL	SEEK APPROVALS	PREP FOR AWARD	MANAGE PROJECT	CLOSE & PUBLISH
INVESTIGATOR	<ul style="list-style-type: none"> • Research design • Biostatics • Biomed Informatics • Find funding • Budget • Find collaborator • Feasibility • Core Facilities • Identify study personnel • Notify Dept. Admin 	<ul style="list-style-type: none"> • Draft proposal • Seek editorial assistance if desired • Review proposal with Director/Chair/Chief • Alert SPAdmin/Dept Staff of special considerations* 	<ul style="list-style-type: none"> • Submit proposal to SPA for review and approval • Submit subcontract letters of intent to SPAdmin 	<ul style="list-style-type: none"> • Complete other training as needed • Finalize regulatory approvals 	<ul style="list-style-type: none"> • Conduct study • Draft annual progress reports and submit to SPAdmin for review/approval/ submission • Link grant to NCBI publication 	<ul style="list-style-type: none"> • Initiate scientific closeout • Submit final technical report • Report and disclose Inventions • Submit publications
DEPT STAFF	<ul style="list-style-type: none"> • Notify SPAdmin of deadline and provide program announcement 	<ul style="list-style-type: none"> • Complete application • Draft internal forms • Verify COI disclosures are current • Gather signatures on intent to form subcontract forms • Assist with proposal draft 	<ul style="list-style-type: none"> • Prepare and submit internal forms to PI for signature, then SPAdmin • Submit other forms to SPAdmin as requested 	<ul style="list-style-type: none"> • Submit IRB / IACUC/IBC application • Provide Just In Time information to SPAdmin 	<ul style="list-style-type: none"> • Send subcontract documents to SPAdmin • Purchase supplies • Manage budget, effort, cost share • Submit future year internals • Alert SPAdmin of post award modifications 	<ul style="list-style-type: none"> • Initiate financial closeout • Submit closeout request to SPAdmin • Retain records in compliance with sponsor/institutional policies
SPONSORED PROGRAMS		<ul style="list-style-type: none"> • Review COI disclosures; advise Compliance Office of potential conflicts • Review budgets and provide feedback • Suggest modifications 	<ul style="list-style-type: none"> • Review/submit internal forms for approval by Dept., College, Institution • Review/approve/submit proposal to sponsor 	<ul style="list-style-type: none"> • Submit Just in Time documents to sponsor as requested • Review compliances • Set up WBS account upon receipt of NOA 	<ul style="list-style-type: none"> • Negotiate subcontracts • Review/submit future year internals for approval by Dept., College, Institution • Review/submit progress reports to sponsor 	<ul style="list-style-type: none"> • Finalize financial closeout • Move residuals • Retain records in compliance with sponsor/institutional policy
MILESTONES	<ul style="list-style-type: none"> • Funding source identified • Costs, space and personnel needs identified 	<ul style="list-style-type: none"> • SPAdmin on notice • Conflicts of Interest disclosed • Conflicts managed • CITI training complete for all personnel on budget 	<ul style="list-style-type: none"> • Internal forms approved by institution • Proposal signed/submitted to sponsor by SPAdmin 	<ul style="list-style-type: none"> • NOA received • WBS account set up • Training requirements met • IRB / IACUC/IBC approved 	<ul style="list-style-type: none"> • Subcontracts executed • Project milestones met 	<ul style="list-style-type: none"> • WBS closed • Study documents in storage

*[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