

About Us

Sponsored Programs Administration (SPAdmin) offers services to faculty and grant administrators to support their pursuit and management of external funding.

SPAdmin is the official authorized signature authority of UNMC for sponsored program grants and contracts.

CONTACT INFORMATION:

Sponsored Programs Administration
987835 Nebraska Medical Center
Academic and Research Services Building
Omaha, NE 68198-7835
Phone: 402-559-7456

[Email](#)

More details and information can be found in the pages below:

- [Purpose & Responsibilities](#)
- [Staff Listing & Dept Assignments](#)
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Purpose & Responsibilities

Purpose

SPAdmin's purpose is three-fold:

- To facilitate a principal investigators' pursuit and management of external funding
- To protect UNMC as an organization that is subject to the requirements of the Board of Regents; federal, state, and local agencies; and regulatory bodies
- To support UNMC's efforts to improve the health of Nebraska through premier educational programs, innovative research, the highest quality patient care, and outreach to underserved populations

Services

SPAdmin is the official authorized signature authority of UNMC for sponsored program grants and contracts. Responsibilities include:

- Assisting faculty and administrators complete external applications based on the policies and procedures of the university and sponsors
- Negotiating final terms for government and non-profit grants, contracts, and subcontracts
- Reviewing and approving budgets and applications to outside sponsors
- Establishing accounts and set up budgets for all federal, non-profit, and for-profit awarded grants and contracts based on sponsor regulation
- Processing budget revisions, no-cost extension requests, and grant transfers
- Maintaining the grant and contract database and tracking pending and funded projects

Project Management

Effective sponsored project management is a collaborative effort among:

- **Principal investigators** are responsible for leading and directing the project, intellectually and logistically.
- **Departmental administrators** are responsible for assisting principal investigators with the completion of internal and external, paper and electronic forms.
- **Sponsored Programs Administration** is responsible for reviewing and submitting applications, agreements, and modifications.
- **Sponsored Programs Accounting** is responsible for preparing and submitting to sponsors financial reports and invoices.

Sponsored Programs Administration recognizes that departmental capacity and principal investigator preference for administrative tasks vary, but in general at UNMC, departmental administrators, Sponsored Programs Administration, and Sponsored Programs Accounting focus on the administrative aspects of sponsored projects so that principal investigators can focus on the programmatic aspects.

Staff Listing & Dept Assignments

SPAdmin is under the direction of the Vice Chancellor for Research and is organized as follows:

- **Director**
 - David Doty
- **Assistant Directors**
 - Beth Decarolis (*Grants Team*)
 - Kris Morrissey (*Contracts Team*)
 - Laura Wise (*Grants Team*)
- **Grants/Contracts Specialists & Office Associates** (see below)

Staff Contact Information

Name	Title	Phone	Email
DeCarolis, CRA; Bethany (Beth)	Assistant Director	402-559-7424	email
Dejano, Sara	Grants and Contracts Specialist	402-559-2017	email
Doty, David	Director	402-559-3696	email
Dexter, Julie	Contracts Specialist	402-559-2051	email
Griebel, Michele	Grants and Contracts Specialist	402-559-3772	email
Hamel, Pamela (Pam)	Associate (part-time)	402-559-7456	email
Hoiberg, JD; Anna	Contracts Specialist	402-559-7494	email
Jaramillo, MS, CPRA; Lee	Grants and Contracts Specialist	402-559-3694	email
Lewis, JD; Helen	Grants and Contracts Specialist	402-559-7156	email
Monte De Ramos, JD; Kyle	Contracts Specialist	402-559-2175	email
Moravec, JD; Micah	Grants and Contracts Specialist	402-559-6399	email
Morrissey, JD; Kristin (Kris)	Assistant Director	402-559-1028	email

Name	Title	Phone	Email
Nathan, Cori	Grants and Contracts Specialist	402-559-7456	email
Phelps, JD; Kaia	Contracts Specialist	402-836-9118	email
Robinson, MS; Shannon	Grants and Contracts Specialist	402-559-7458	email
Sievers, JD; Christopher (Chris)	Contracts Specialist	402-836-9042	email
Stewart, Lori Ann	Office Associate II	402-559-7456	email
Wise, MPA; Laura	Assistant Director	402-559-7456	email
Zimmer, CPRA; Stephen	Grants and Contracts Specialist	402-836-9161	email

Unit/Department Assignments for Grants Team

Effective 08/12/24

Unit	Contact
Academic Affairs	Micah Moravec
Business and Finance	Sara Dejano
Child Health Research Institute	Michele Griebel
College of Allied Health Professions	Micah Moravec
College of Dentistry	Lee Jaramillo
College of Medicine (<i>see department below</i>)	
Anesthesiology	Lee Jaramillo
Biochemistry	Micah Moravec
Cellular/Integrative Physiology	Michele Griebel
Dean's Business Office	Micah Moravec
Dermatology	Sara Dejano
Emergency Medicine	Micah Moravec
Family Medicine	Michele Griebel
Genetics, Cell Biology, and Anatomy	Michele Griebel
Internal Medicine (<i>see division below</i>)	
<i>Administration Office</i>	Micah Moravec
<i>Allergy</i>	Sara Dejano

Unit	Contact
<i>Cardiology</i>	Sara Dejano
<i>Diabetes, Endocrinology, and Metabolism</i>	Helen Lewis
<i>Gastroenterology</i>	Lee Jaramillo
<i>General Medicine</i>	Lee Jaramillo
<i>Geriatrics</i>	Sara Dejano
<i>Hospital Medicine</i>	Micah Moravec
<i>Infectious Disease</i>	Lee Jaramillo
<i>Nephrology</i>	Sara Dejano
<i>Oncology</i>	Sara Dejano
<i>Pulmonary</i>	Sara Dejano
<i>Rheumatology</i>	Micah Moravec
Neurological Science	Helen Lewis
Neurosurgery	Helen Lewis
OB/GYN	Helen Lewis
Ophthalmology	Micah Moravec
Orthopedics	Michele Griebel
Otolaryngology	Helen Lewis
Pathology/Microbiology	Shannon Robinson
Pediatrics	Michele Griebel
Pharmacology	Michele Griebel
Physical Medicine & Rehabilitation	Helen Lewis
Psychiatry	Shannon Robinson
Radiation Oncology	Sara Dejano
Radiology	Shannon Robinson
Surgery	Helen Lewis
College of Nursing	Helen Lewis
College of Pharmacy	Sara Dejano
College of Public Health	Lee Jaramillo
Eppley Institute	Shannon Robinson
Information Technology Services	Sara Dejano
McGoogan Library	Micah Moravec
Munroe Meyer Institute	Sara Dejano
Office of the Chancellor	Michele Griebel

Unit	Contact
Vice Chancellor for Research	Michele Griebel

Institutional Information

The following table contains institutional information that is frequently requested by sponsors, including F&A Rates and Fringe Benefit Rates.

Animal Care Accreditation number Association for Assessment and Accreditation of Laboratory Animal Care (AAALAC)	00031 Continuous since 12/15/1966 Latest letter issued 2020
Animal Welfare Assurance number Office of Laboratory Animal Welfare (OLAW)	D16-00189 (A3294-01) Effective 10/07/2020 Expires 10/31/2024
Audit information	<u>Comprehensive Annual Financial Report</u> <u>A-133 Audit of Federal Programs</u>
Authorized Institutional Official	David Doty Director, Sponsored Programs Administration 987835 Nebraska Medical Center Omaha, NE 68198-7835 402-559-7456 <u>Email</u>
CAGE code for DOD	1PPD6
Checks should be made payable to	University of Nebraska Medical Center 985100 Nebraska Medical Center Omaha, NE 68198-5100
Cognizant federal agency	U.S. Department of Health and Human Services Individual responsible for negotiating F&A rates: Theodore Foster, 214-767-3261

Congressional district	NE-002 NE-001 (for Lincoln)
Data Universal Numbering System (DUNS) number	168559177 Being replaced with Unique Entity Identifier (UEI) G15AG3BLLMH4
Entity Identification Number (EIN) and Federal Tax Identification Number (TIN)	470049123 1470049123A6 (for PHS/NIH)
Facilities & Administrative (F&A) rate	<p><u>Current Federal agreement</u> dated 05/09/2024</p> <p><i>Effective from 07/01/2024 until amended.</i></p> <p>53.5% of Modified Total Direct Costs (MTDC), except</p> <ul style="list-style-type: none"> • DoD Research: 54.5% of MTDC • DoD Off campus: 27.5% of MTDC • Industry-sponsored Research: 53.5% of Total Direct Costs • Instruction: 38.5% of MTDC • Other Activities: 40.0% of MTDC • Off campus: 26.0% of MTDC • Industry-sponsored Clinical Trials: 30.0% of Total Direct Costs <p>Contact SPAdmin for assistance with determining the appropriate F&A rate for your project.</p>
Federal Interagency Committee on Education (FICE) institutional code	006895
Financial Official	<p>Linda Combs, BSBA Manager, Sponsored Programs Accounting 985100 Nebraska Medical Center Omaha, NE 68198-5100 Phone: 402-559-5825 Fax: 402-559-3181 <u>Email</u></p>

Fringe benefits rate	<p><u>Current Federal agreement</u> dated 05/09/2024</p> <p><i>Effective from 07/01/2024 until amended:</i></p> <ul style="list-style-type: none"> • Faculty 29.9% • House officers 24.9% • Staff 27.7% • Post docs 17.2% • Graduate assistants 0.4% • Students 3.8% • Temp personnel 7.5% <p><i>Sponsored projects should be budgeted using the approved rates in effect at the time of application.</i></p>
Human Subject Assurance number	<p>FWA 00002939</p> <p>(Valid through 02/14/2028)</p>
Inflation factor recommended	<p>Generally 3 - 4% (<i>if allowed by funding mechanism</i>)</p>
Institutional Profile File (IPF) number	<p>0578104</p>
Legal name	<p>The Board of Regents of the University of Nebraska, a public corporate body, acting by and on behalf of the University of Nebraska Medical Center</p>
<u>NIH salary cap</u>	<p>\$221,900 (effective January 1, 2024)</p>
North American Industry Classification System (NAICS) code	<p>611310 Colleges, Universities, and Professional Schools</p>
Nuclear Regulatory Commission (NRC) license number	<p>01 50 01</p>
System for Award Management (SAM) expiration date - previously Central Contractor Registry (CCR)	<p>02/19/2025</p>

Type of organization	State-controlled, non-profit, educational institution, exempt under <u>Section 501(c)3</u>
Unique Entity Identifier (UEI) - <i>replacing Data Universal Numbering System (DUNS) number</i>	G15AG3BLLMH4
USDA APHIS registration	47-R-0018 (no expiration)