Forms, Templates, and Electronic Systems

Internal forms are a means for providing needed information to SPAdmin and SPAcctng and for documenting decision-making for the file.

To ensure a sponsored project is handled correctly by SPAdmin, departmental administrators are asked to complete internal forms as accurately and completely as possible and submit them for processing in advance of deadlines.

If you have any questions or concerns with a form, please contact SPAdmin for assistance.

INTERNAL DEADLINES

To reduce the risk of a proposal missing the sponsor's deadline or being withdrawn for non-responsiveness, the following internal deadlines are in effect:

1) Departments notify SPAdmin of their plan to submit a proposal **at least two weeks before the sponsor's deadline**.

2) Complete proposals are due to SPAdmin **at least three whole business days before the sponsor's deadline.**

Read the guidelines for special circumstances.

Forms & Templates

Administrative Costs Checklist for charging to Sponsored Projects	Documents institutional authorization to budget (and expend, if funded) costs inconsistent with UNMC's standard financial practice; i.e., to charge indirect (facilities and administrative) costs as direct costs for projects that meet certain criteria

ADIS Quick Glance	**SPA Tool: Quick Glance (Routing ADIS Internal Forms)**
	Scope: This SPA Tool covers only the routing of ADIS Internal Forms for SPA purposes, specifically for grants. It focuses on the movement of the ADIS IFs between statuses and actions needed by PIs, Department Administrators, or SPA personnel.
	Questions about other ADIS functionality (e.g., Personnel Records, Reports) should be referred to the responsible unit or the IT Help Desk (402-559-7700).
Advance Account Request (done in ADIS)	Establishes a WBS number prior to the complete set-up of a sponsored project in order to ensure the proper accounting of project-related expenses ADIS Advance Account guide
Budget - Parent / Child	Provides information for SPAdmin to initiate the set-up of sub-accounts to track separate parts of a complex grant. Child budgets should roll up into the Parent budget in ADIS.
Budget - Standalone	Basic budget form that can be used if the sponsor doesn't provide a template.
Contract Questionnaire - SPAdmin	Provides information about industry-sponsored projects to assist SPAdmin negotiate agreements with industry sponsors.
Contract Questionnaire - UNeHealth	Provides information about industry-sponsored projects to assist UNeHealth to negotiate agreements with industry sponsors.
Data Use Agreement (DUA) / Data Transfer Agreement (DTA) Intake Form	Guides Sponsored Programs Administration staff in negotiating DUA/DTA terms and in establishing workable timelines.
Facilities & Administrative (F&A) Cost Waiver Request	Required in order to use an F&A rate lower than the rate allowed by the sponsor. In order to maximize UNMC's F&A recovery, waivers are considered on a case-by-case basis by the Vice Chancellor for Research.

IACUC Protocol Association with Non-Sponsored Accounts
 	
Non-sponsored accounts begin with 31, 33, or 37.
 	
To modify an IACUC for a sponsored project (an account beginning with 34, 35, or 36) contact your RA.
	To link or unlink a non-sponsored cost center to an IACUC protocol:
	Option # 1: Self-service in RSS
	OR
	Option # 2: Email the information below to SPAdmin@unmc.edu and CC the Principal Investigator and Department Administrator.
	• IACUC Protocol Number:
	• IACUC Protocol Title:
	• Principal Investigator for the IACUC Protocol:
	• Department Administrator:
	• Cost Center number:
	• To link account, provide:
	  ○ Begin date:
	  ○ End date:
	• To unlink an account, provide:
	  ○ End date:

International Projects Questionnaire	Provides information about international travel and sponsored projects, business agreements, and Material Transfer Agreements with international components for review and management by Business & Finance, SPAdmin, UNeMed, and/or other units

Non-Sponsored Projects and IRB Protocol Association	To link or unlink a non-sponsored cost center to an IRB protocol:
	
	• Email the information below to SPAdmin@unmc.edu and
	   ○ CC the Principal Investigator
	   ○ CC the Department Administrator
	
	   Non-Sponsored Projects and IRB Protocol Association
	    Non-sponsored accounts begin with 31, 33, or 37
	• IRB Protocol Number:
	• IRB Protocol Title:
	• Principal Investigator for the IRB Protocol:
	• Department Administrator:
	• Cost Center number:
	• To link account, provide:
	   ○ Begin date:
	   ○ End date:
	• To unlink an account, provide:
	   ○ End date:
	
	To modify an IRB for a sponsored project (an account beginning with 34, 35, or 36) contact your RA.

Intent to Form a Consortium – Subcontract-in	Used when another organization is submitting an application that includes UNMC as a consortium participant. It meets the NIH requirement that the other organization represents that UNMC is prepared to establish the necessary inter-organizational agreement consistent with sponsor policy.
Intent to Form a Consortium – Subcontract-out	Used when UNMC is submitting an application that includes another organization as a consortium participant. It meets the NIH requirement that UNMC represents that the other organization is prepared to establish the necessary inter-organizational agreement consistent with sponsor policy.

Electronic Systems

UNMC uses various internal and external systems to aid in the preparation and submission of proposals.

Login for Electronic Application Systems:
? ADIS
? Cayuse424

> ? [COI-SMART](#)
> ? [RSS](#)

ADIS

UNMC's Academic Department Information System allows you to:

- Initiate SPAdmin processing of a proposal via Internal Forms, which
  - Gather basic information about the project, submission instructions, and a PI certification statement
  - Calculate a sponsored project budget, based on UNMC's fringe benefits and F&A rates, for SPAdmin's review and approval. Information is easily transferred to sponsor budget forms.
  - Are routed electronically to the PI, Department chair, and the College dean (or designee) for review and signature
- Initiate SPAdmin negotiation of industry-sponsored agreement via Contract Intake
- Access SPAdmin information about new awards and changes to awards via checklists and halfsheets bundles
- Generate Biographical Sketches and Other Support documents
- Access UNMC-Omaha VA MOUs

Cayuse424

UNMC uses a "system-to-system" interface for submitting grant applications electronically via Grants.gov to the National Institutes of Health and other federal agencies. Cayuse424 enables faculty and administrators to:

- Pre-populate applications with institutional information
- Allow multiple users to work on an application
- Validate applications before submission

COI-SMART

UNMC uses COI-SMART to collect disclosures of financial interests from "investigators" in order to determine whether a real or perceived conflict of interest exists or could potentially exist, for which a management plan may be required.