



HSC SPONSORED PROJECTS/ GRANTS MANAGEMENT TRAINING

What is a Sponsored Project?

Synonymous with sponsored program and extramural award, a sponsored project is an externally-funded activity in which an award (i.e. grant, contract) is made to the UNMHSC for the purpose of facilitating biomedical research, training, and public service programs – all of which support the UNMHSC Mission.

Common Forms of Sponsored Projects

- Notice of Award
- Contract
- Clinical Trial
- Subaward

Things to remember:

- *Although a sponsored project may come with external funding, the University is still a receiver of public funds and with that, UNMHSC has an obligation to the public to maintain an outstanding reputation and abide by state laws*
- *The Research, Training, and Educational missions of the UNMHSC are critical to success as a University*

Types of Funded Sponsored Projects

GRANT:

- Assistance mechanism to support research for the public good. Limited sponsor oversight and control. PI's idea!!

CONTRACT:

- Legally binding agreement to acquire goods or services for the direct use or benefit of the sponsor. Increased sponsor oversight and control.

CLINICAL TRIAL:

- Legally binding research study in which one or more human subjects are prospectively assigned to one or more interventions (which may include placebo or other control) to evaluate the effects of those interventions on health-related biomedical or behavioral outcomes.”

COOPERATIVE AGREEMENT:

- Substantial programmatic involvement is anticipated between the sponsor and awardee during the performance of research activities

Still not sure? Contact your HSC Sponsored Projects Office 272-9383 or HSC-PreAward@salud.unm.edu

Types of Ancillary Sponsored Projects

Ancillary Agreements are those outside of the scope of other contracts process by SPO and are required either to conduct a specific activity or are needed as a supplement to another type of activity. (i.e. A CDA must be executed prior to participating in a clinical trial)

MATERIAL TRANSFER AGREEMENT (MTA):

- Short contracts governing the transfer of tangible research property (most often biological materials) for research use

CONFIDENTIAL DISCLOSURE AGREEMENT (CDA):

- Short contracts governing the transfer of confidential information between UNMHSC investigators and outside entities. (i.e. to protect a clinical trial protocol)

DATA USE/SHARE AGREEMENT (DUA):

- May be required when there will be an exchange of data with recipients outside the university.

All others - Contact your HSC Sponsored Projects Office 272-9383 or HSC-PreAward@salud.unm.edu

Principal Investigators/Support Staff

WHO IS THE PRINCIPAL INVESTIGATOR & WHAT ARE THE RESPONSIBILITIES

Person qualified to manage the proposed project with approval of the unit head (i.e. Department Chair/Dean)

- *If School of Medicine, PI must be Faculty or hold a Letter of Academic Title (LAT)*

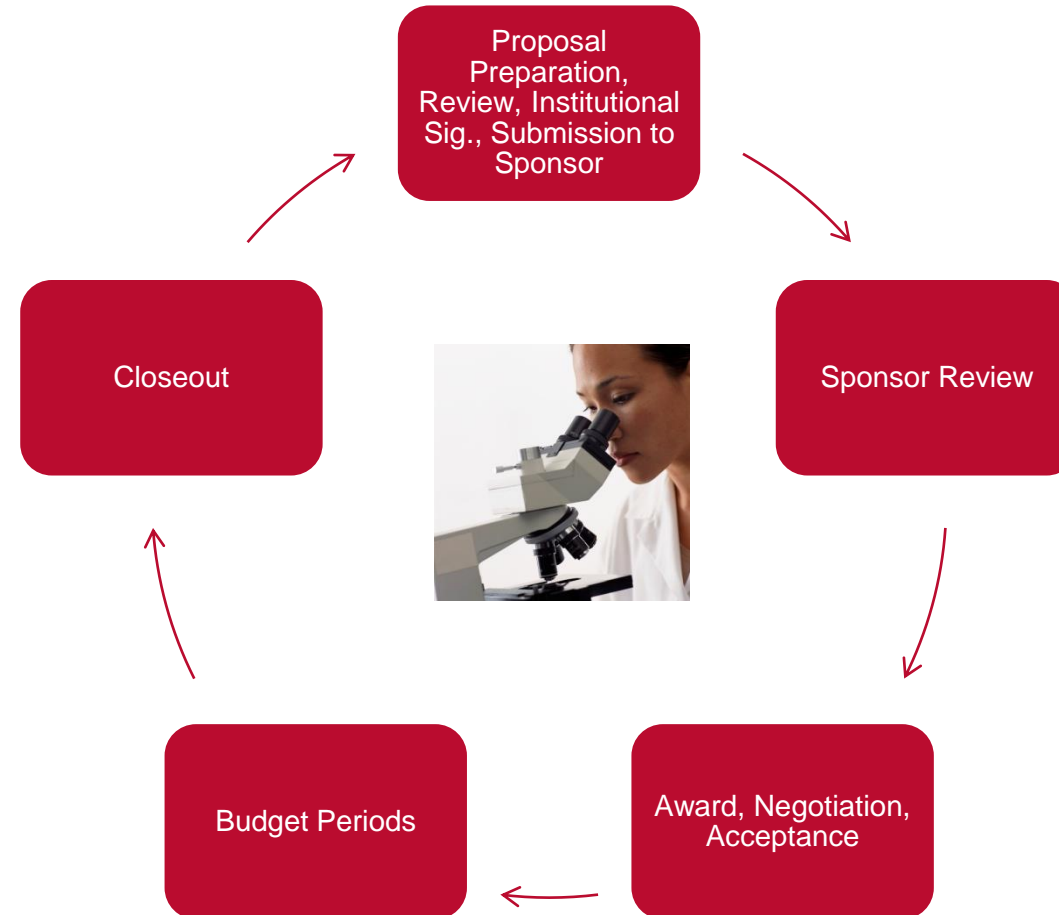
RESPONSIBILITIES

- *A PI is responsible for ALL project aspects*
- *Adhering to UNM and agency policies and procedures*
- *Completing technical requirements*
- *Day-to-day management of the contract/award*

WHO ARE THE PI'S SUPPORT STAFF

- *Support staff might assist the PI with the day-to-day management of the sponsored project to include reporting and accounting.*
- *Support staff might assist the PI in writing the grant.*
- *Support staff might assist the PI with budget preparation and submission through Click ERA*
- *Support staff might work directly with the Sponsored Projects Office to receive advisement on unfamiliar projects*

Life Cycle of a Sponsored Project



Sponsored Project Process

PI

- Idea generated by PI
- Research funding opportunities to support PI idea

PI/DEPT

- PI/Dept. complete sponsor forms and initiate a Click ERA record for review and institutional signature. (SOW, Budget according to sponsor guidelines, compliance forms)
- Submit to HSC Sponsored Projects Office via Click ERA

Pre-Award

- Sponsored Projects Office reviews, comments, negotiates, approve/signs, obtains signatures from authorized officials. All grants need to be submitted by SPO, or if allowed by Sponsor, PI may submit AFTER SPO review per UNM Faculty Handbook E60 – Sponsored Research.
- Proposal/contract/clinical trial submitted to sponsor

Agreements Processed at HSC Sponsored Projects Office (SPO)

Negotiate

- Research Contracts
- Professional Service Agreements
- Clinical Trial Agreements
- Material Transfer Agreements
- Confidential Disclosure Agreements
- Data Use/Share Agreements
- Subcontracts
- Amendments
- Letters of Agreement/Grant Agreements

Review/Process/Advise

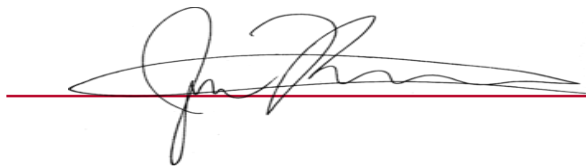
- Grants – all agencies
- Progress Reports (non-technical)
- No-cost Extensions
- Early Terminations
- Relinquishments/Transfers
- Award
- HSC SPO Reporting

The HSC Sponsored Projects Office (SPO) obtains **ALL** signatures for contractual agreements.

PIs **CANNOT** and **SHOULD NOT** sign a contractual arrangement on behalf of the University.

ALL Grants must be reviewed by SPO per UNM Faculty Handbook E60 – Sponsored Research

The Regents of the University of New Mexico

A handwritten signature in black ink, appearing to be 'John Thomas', written over a horizontal red line.

IMPORTANT – Who Receives the Award?

CONTRACTUAL ARRANGEMENTS (subawards, clinical trials, MTAs and the like)

- Entered into with the Institution (UNM), NOT the PI
- The Regents of the University/President have assigned signature authority to specific positions. PIs are not authorized to enter the University into contractual arrangements

GRANTS/COOPERATIVE AGREEMENTS

- Awarded to the Institution (UNM), NOT the PI



How Does SPO Support You?

- Reviews, approves, signs and submits: Electronic proposals, Letters of Intent, Electronic Pre-proposals
- Navigates the proposal process with departments and is available for proposal preparation questions to include questions on sponsor guidelines and UNMHSC administrative info
- Guides departments on budget preparation for contracts and grants
- Negotiates acceptable and fair contract language
- Determines if ancillary agreements are necessary
- Performs ad hoc training and reporting for departments

For Submissions – Extra Forms Could be Required



Depending on your submission, you may need to complete/submit additional internal forms as part of your submission. The extra forms address compliance areas.

- Conflict of Interest (electronic)
- Facility & Administrative Splits aka Indirect Costs Splits (electronic via Click)
- Request to Spend Funds (electronic via Click)
- F&A Waivers (electronic via SmartSheet – approved by HSC VP of Research)
- Late Submission Waivers (electronic via SmartSheet – approved by HSC VP of Research)
- Cost Share Commitment Forms (electronic via SmartSheet – approved by HSC VP of Research)
- Institutional Commitment Letters (approved by Executive Vice President for HSC and VP for Research)
- Export Control
- MTA or DUA Questionnaire (electronic via Click)
- Veterans Administration Memorandum of Understanding

How Do I Find SPO Information?

Our website has a wealth of knowledge from who to contact to how to initiate a project. It also serves as a resource for multiple training opportunities.

<https://hsc.unm.edu/about/finance/sponsored-projects/> :

- Organization Chart
- Who to Contact
- Timelines for Submissions
- Information regarding Ancillary Agreements
- Forms & Documents – what's important here?
- Training
- Click Access – how to obtain and where to log in
- Questions? Contact Us?

Additional Resources for PI's

Grants CLICK ERA

<https://era.health.unm.edu>

Grants.gov

<https://www.grants.gov/web/grants/learn-grants/grants-101.html>

NIH eRA Commons

<https://commons.era.nih.gov/commons/>

Allowable Costs for Sponsored Projects

<https://policy.unm.edu/university-policies/2000/2410.html>

NIH Grants Policy Statement

<https://grants.nih.gov/policy/nihgps/index.htm>

Request Training/Additional Information

To receive additional information and training, you can contact our office through various means:

Phone: 272-9383

Email: HSC-PreAward@salud.unm.edu

Website Contact:

<https://app.smartsheet.com/b/form/0bab15e32c2d4e53afa91678ca4e410a>

Physical Location: 1650 University, UNMHSC Business & Communications Center, 2nd Floor, Suite 2200

We highly encourage you and your staff to sign up for our SPO weekly listserv newsletter which provides helpful information. Send your request to HSC-PreAward@salud.unm.edu

We are here to help support all your research needs!