HEALTH SCIENCES

HSC Financial Services Division / Sponsored Projects Office

SPO High Level Submission Process

This guide outlines the steps for submitting grant proposals through the UNM Health Sciences Center (HSC) Sponsored Projects Office (SPO) using **Click ERA**.

Step 1: Initiate the Grant Record in Click ERA

1. Go to Click ERA.
2. Create a new **ERA record** according to internal review deadlines.
3. Obtain **departmental approval** through your designated approver in Click.
4. The record will then route to your assigned **SPO Officer** for review.

◇ *If you do not have Click ERA access, email HSC-preaward@salud.unm.edu to request training or system access.*

Step 2: Complete Financial Conflict of Interest (FCOI) Disclosure

- Once your Click ERA record is submitted, you'll receive a **notification to complete your FCOI disclosure** if you are listed as project personnel.
- FCOIs must be completed **before an award can be accepted**.
- Questions should be directed to HSC-COI@salud.unm.edu

⚠ SPO does **not manage COI** processes but monitors completion for compliance.

Step 3: SPO Initial Review Timeline

SPO will review the proposal and provide feedback within:

- **3 business days** – for *electronic* submissions
- **2 business days** – for *non-electronic* submissions

Feedback may be provided in the following review areas:

Administrative & Compliance Review

- Confirms **PI/institutional eligibility** under the solicitation.
- Ensures proposal follows all **sponsor guidelines** (page limits, forms, formatting, etc.).
- Verifies **internal routing** and institutional approvals are complete.
- Confirms compliance with **COI, IRB, IACUC, Export Control, and other applicable assurances.**

💰 Budget & Financial Review

- Verifies **allowability** of all costs per sponsor policy, institutional policy, and Uniform Guidance (2 CFR 200).
- Checks **fringe benefit** and **F&A rates** are correctly applied.
- Ensures **budget aligns with the scope and justification.**
- Confirms **cost share** and **subaward** documentation is complete and compliant.
- Reviews **budget justifications** for clarity and accuracy.

🧑‍🔬 Scientific & Programmatic Review

- Ensures project summary, aims, and descriptions are **complete and consistent**.
- Confirms **key personnel** match between budget and Click record.
- Reviews **biosketches and Other Support** for format compliance.

🏛 Institutional Integrity & Risk

- Identifies **problematic terms and conditions** (e.g., indemnification, governing law, IP).
- Flags potential **export control or foreign influence** concerns.
- Verifies **institutional identifiers** (DUNS, UEI, SAM, congressional district).
- Confirms **data and privacy protections** (HIPAA, FERPA) are in place.

Step 4: SPO Final Review and Submission

Once departmental corrections are completed, SPO conducts the **final review**:

- **At least 5 business days** before sponsor deadline (electronic)
- **At least 2 business days** before sponsor deadline (non-electronic)

During final review, SPO:
☑ Verifies submission portal (e.g., Grants.gov, ASSIST, Research.gov, HRSA EHBs)
☑ Ensures all attachments are correctly formatted and uploaded
☑ Runs final system validation checks
☑ Submits proposal as the **Authorized Organizational Representative (AOR)**
☑ Retains the **official institutional copy** in Click ERA

Step 5: Additional Processes (As Applicable)

F&A Waiver

- Required when sponsor restricts indirect costs.
- Submit via the Department Forms Dashboard on the HSC SPO website.
- Include sponsor policy documentation.

Note: Waivers cannot be approved to simply increase direct costs.

F&A Split

- Required when collaborating with **multiple colleges or campuses.**
- Initiate via your **Click ERA record** unless waived by Chair/Dean via email.
- Instructions: F&A Split Training Guide

Cost Share Commitment

- Required when sponsor mandates cost sharing.
- Obtain approval from **departmental accountant and Chair**.
- Submit via Department Forms Dashboard.

F&A cannot be cost-shared; use unrestricted indexes only.

Institutional Commitment

- Required when solicitation mandates institutional support *without a stated value.*
- Reviewed and approved by the **Vice President for Research (VPR)**.
- Submit via the **Office of Research – Institutional Commitment Request Form**.

Request to Spend Funds (RTSF)

- Allows spending before an award is received (when funding is highly likely).
- Requires **Chair/Dean approval**, as they assume the financial risk.
- Initiate via Click ERA **Click ERA**.
- Reference guide: RTSF Quick Guide

Export Control

- Federal laws regulating how **certain technologies, data, and materials** are shared internationally.
- Investigators must complete **export control questions** in Click ERA.
- If any answer is "Yes," complete the **Export Control Exclusion Screening Form** from the SPO Forms
- Submit the completed form to SPO for routing to the **Export Control Office**.

Key Contacts

Topic	Email / Contact
Click ERA Access	HSC-preaward@salud.unm.edu
COI Questions	HSC-COI@salud.unm.edu
General Pre-Award Inquiries	HSC-preaward@salud.unm.edu