

SPO High Level Submission Process

1. Initiate review process through creating a CLICK ERA (<http://era.health.unm.edu>) record, obtain departmental approval through your designated approver, and submit to SPO for review. If you do not have access to Click ERA, please email HSC-PreAward@salud.unm.edu to request access.
2. HSC Financial Conflicts of Interests Disclosures are initiated once you have submitted the Click ERA record. Please note, SPO does not manage COI's and if you have questions, you can contact HSC-COI@salud.unm.edu. COI disclosures are required on all sponsored research.
3. If your submission requires:
 - A F&A Waiver, please have this submitted to HSC-PreAward@salud.unm.edu as soon as possible. SPO will require this in order to process your submission.
 - A F&A Split, you will initiate this process through Click after you have created the Click record (see Processes)
 - Cost Share Commitments, please have this submitted to HSC-PreAward@salud.unm.edu for the Vice Chancellor for Research signature. You will need to submit the signed copy, at the proposal phase, with your submission.
 - Institutional Support, please work with the Vice Chancellor of Research for approvals.
 - Export Control review, please complete the ECES form located under Forms & Processes and submit to SPO through Click at the submission phase.
4. Attach your completed application to the Click ERA record (or grant application submission platform) along with the RFA if applicable.
5. SPO will review in 2 to 3 business days and have comments back to you.
6. Once submission is ready for submission, SPO will submit and we will await the award.

Please note this may not be the complete process and it highly depends on your type of submission. Please work with your assigned SPO Specialist.