BEFORE YOU BEGIN

Build your support network

Meet your department research administrator.
Identify who helps with budgets, routing, proposal preparation and ongoing project administration.

Connect with HSC SPO.
Ask who is assigned to your department and which process applies to your grant, contract or agreement.

Arrange system access.
Work with your department to obtain Click access and any sponsor accounts needed for your role.

Explore training and updates.
Review Grants Management Training and Click guidance. Subscribe to the SPO Weekly Newsletter through the SPO website.

Bringing an existing award to UNM?
Contact SPO early. Transfers can require coordination with the sponsor and your previous institution.

KEEP IN TOUCH

Who to contact

HSC Sponsored Projects Office
HSC-Preaward@salud.unm.edu
(505) 272-9383
Monday-Friday, 8 a.m.-5 p.m.

1650 University Blvd NE
Second Floor, Suite 2200
Albuquerque, NM

Start with SPO for:
Proposal review, submission, sponsor terms, contracts, research agreements and outgoing subawards.

Start with your department for:
Local deadlines, budget preparation, Click routing and day-to-day project support.

Contract & Grant Accounting (CGA)
For post-award financial matters such as expenditures, billing and financial reporting, coordinate with your department and CGA.

SPO website
Staff directory, forms, Click links and newsletter

HEALTH SCIENCES

WELCOME TO UNM HEALTH SCIENCES

Getting started with sponsored projects

A guide for incoming faculty and staff

Your first steps, key contacts and proposal timelines - all in one place.

Sponsored Projects Office
Supporting your research, education and public service.

OUR SERVICES

How HSC SPO helps

Proposals and submissions
Review sponsor instructions, institutional requirements and proposal materials; coordinate institutional approval and submission.

Budgets
Review budgets and justifications, facilities & administrative (F&A) costs, and proposed commitments.

Awards and contracts
Review and negotiate award terms, research contracts and clinical trial agreements.

Research agreements
Assist with material transfer agreements (MTAs), confidential disclosure agreements (CDAs) and data use agreements (DUAs).

Subawards and award actions
Assist with outgoing subawards, amendments, extensions and sponsor approvals.

Institutional guidance
Help identify the appropriate process and coordinate additional reviews when needed.

Contact SPO early for project-specific guidance

PROPOSAL ROADMAP

From idea to submission

1. Identify an opportunity
Review the sponsor instructions, eligibility, due date and required materials with your department.

2. Notify your department and SPO
Share the opportunity link, PI name, department, deadline and a brief project description.

3. Prepare the application
Develop the project narrative, budget, justification and required attachments. Request collaborator and subrecipient documents early.

4. Create and route in Click
Work with your department to complete the record, attach required documents and obtain internal approvals.

5. Complete SPO review
Allow time to address questions and corrections before institutional approval and submission.

6. Stay connected after submission
Forward sponsor requests and award notices to SPO. Coordinate award setup and next steps with your department.

Confirm PI eligibility before preparing an application

PLAN AHEAD

Know your timelines

10 **BUSINESS DAYS | ELECTRONIC**

5 **BUSINESS DAYS | NON-ELECTRONIC**

Provide materials for SPO review this far **before the sponsor deadline.** Build in additional time for department preparation and routing. Business days exclude weekends and University holidays.

If time is short
Contact SPO immediately about the submission timeline waiver process and available review.

Agreements take a different path
Contact SPO before planned work, material shipment or data sharing. Timing depends on complexity, sponsor negotiations and required reviews.

Training & resources
Scan to get started.

General onboarding guidance | October 2026