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## **Instructions for HSC/MC F&A Split Requests**

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This form is only intended to be used for HSC initiated collaboration requests with Main and Branch Campus's.

You must complete the [HSC/MC F&A Split Smartsheet](#) form in full for your request to be considered.

1. You will begin with entering your HSC FP Number, the Funding Agency (aka Sponsor), your HSC Department, and the Proposal Title:

<b>HSC FP Number *</b>	FP12345
<b>Funding Agency *</b>	NIH
<b>HSC Department *</b>	Pediatrics
<b>Proposal Title *</b>	Complete for Instructions

2. If you only have one main/branch campus collaborator, you will select "No" and enter the Name and Org code for your collaborator. If you have multiple collaborators, you will select "Yes." The form will branch and allow you to add up to 4 collaborators. If you require additional fields, please contact [hsc-preaward@salud.unm.edu](mailto:hsc-preaward@salud.unm.edu). The Example below is based on selecting "Yes."

## Main Campus Collaborating Staff

**Do you have more than one main campus collaborator?**

Yes  
 No

**MC Collaborator 1 Name \***

Brock Purdy

**MC Collaborator 1 Org \***

997V13

**MC Collaborator 2 Name \***

Christian McCaffrey

**MC Collaborator 2 Org \***

997F23

3. You will then complete your split information. You will enter the **Modified Total Direct Cost (MTDC)** for Main Campus, HSC, and/or a Branch Campus. You will also enter the MTDC Budget Total. This sheet will automatically calculate the percentage once you Click submit and the percentage will be reflected on the notifications for review and approval. You will receive that notification once review/approved by both HSC and MC (they approve for branch campuses). You do not need to log in to Smartsheet to receive this approval. Lastly in this section, you will need to upload your Internal Budget Worksheet (IBW).

## SPLIT INFORMATION

All splits are based on Modified Total Direct Costs and should sum up to Row 45 of the HSC Internal Budget Worksheet.

**Main Campus MTDC Budget Split \$**

\$40,000

**Health Sciences MTDC Budget Split \$**

\$160,000

**Branch Campus MTDC Budget Split \$****Award Budget Total (MTDC)**

\$200,000

**Please attach the appropriate IBW's for Main Campus/HSC line items and totals: \***

**Drop your files here****[Browse](#)**

4. Lastly, you will complete the Contacts section of this form. It is important to ensure you are using correct email addresses as this is how the form will route. If the email is entered incorrectly, the intended person will not receive a notification. The sheet is already programmed to go to the appropriate HSC and MC/Branch campus approvers. Please also select the correct HSC SPO Officer as this person will receive the final approved F&A Split to upload to your Click record. Once done, click Submit and the form will begin routing. If at anytime you would like a status on where it is in the process, please contact [HSC-Preaward@salud.unm.edu](mailto:HSC-Preaward@salud.unm.edu) and SPO can verify the status.

## CONTACTS

**HSC PI Name \***

Fred Warner

**HSC PI Email \***

 Fwarner@salud.unm.edu

**HSC Department Contact Name \***

Kyle Shannahan

**HSC Department Contact Email \***

 KShannahan@salud.unm.edu

**HSC SPO Officer \***

 Jessica Stanton

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### **Routing Workflow**



Reminder: You will not need to login to Smartsheet to retrieve your approval. The approval will be sent to the PI, Department Contact, and SPO via Smartsheet.