

Training Opportunities

SPO Services offers training sessions conducted several times during the year. For a complete schedule, please visit our website at: goto.unm.edu/spo

For CLICK ERA training or account requests, contact Sean Gonzales or Danielle Jones.

HSC Proposal Info - Short List

Applicant Organization Name and Address:

UNM Health Sciences Center
Financial Services, MSC09 5220
1 University of New Mexico
Albuquerque, New Mexico 87131-0001

Signing Official for Proposals:

Stacy Bigbie, Associate Director
Financial Services/HSC Sponsored Projects

Your assigned SPO Officer can also sign proposals

Important certification numbers

Dun & Bradstreet DUNS: 829868723

Animal Assurance Number: D16-00228

Human Subjects Assurance Number:

FWA0003255

UNM Federal Tax ID/EIN: 85-6000642

Congressional District: NM-001

Cognizant Agency for Finance &

Administration (F&A) rate agreement:

Department of Health and Human Services
Division of Cost Allocation
Matthew Dito, 214-767-3261
signed on 3/14/2016

Other certification numbers, statistics, information, and documentation can be found on the Sponsored Projects website at: goto.unm.edu/spo

Contact Us

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Sponsored Projects Office, HSC, 272-9448
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Madison Dow, Professional Support Intern
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Each SPO Administrator has designated departments. Please see the Assignment Chart at: goto.unm.edu/spo under "Whom to Contact."



HSC Business & Communications Center (BCC)
1650 University, 2nd Floor
MSC09 5220

✉ HSC-Preaward@salud.unm.edu
🌐 goto.unm.edu/spo



HEALTH SCIENCES
SPONSORED PROJECTS OFFICE



Here to support the
sponsored project needs of the
HSC community

The Proposal Review Process

In the beginning . . . a brilliant researcher had an idea and hope that someone would see its merits and offer to fund it. A simple dream, right? The Sponsored projects Office (SPO) wants to make this simple dream a reality by placing tools and answers at the disposal of the researcher.

When an application is downloaded and an approach formulated, it is time to visit the SPO website or consult with a SPO Officer/Specialist for guidance in preparing it for initial HSC review.

SPO utilizes the Click Electronic Research Administration (CLICK) system to track and award funding projects. A CLICK record is required to move your application through the review process. Submit your proposal through CLICK at least 5 working days prior to the due date. For complete instructions to submit a proposal, please visit the SPO website and click on the CLICK ERA tab at: goto.unm.edu/spo

This website contains a wealth of useful information and tips for preparing proposals. Here you will find forms, certification numbers, supporting documentation, and policy guidelines.

To help prepare your budget, SPO has designed an optional (but highly recommended) budgeting tool which calculates salaries, fringe benefits, project expenses, and overhead (facilities and administrative costs).

NOTE: electronic NIH submissions are due 10 working days in advance of their due date.

Contract Review Process

If a prospective sponsor issues a contract or other funded agreement (such as a clinical trial), the researcher will need to submit a draft of the sponsor's agreement as soon as it is available, along with the protocol and the appropriate internal paperwork (see SPO website for instructions). SPO will work closely with the researcher during the review and negotiations process, and will obtain signatures from authorized HSC officials on the final agreement.

Material Transfer Agreements (MTA)

MTAs are short unfunded contracts governing the transfer of tangible research property (most often biological materials) for research use. A MTA questionnaire must be completed and emailed to Aida Andujo (see contact information below). If UNM is the recipient of the materials, accompany the questionnaire with a copy of the providing institution's MTA.

Confidential Disclosure Agreements (CDA)

CDAs are short contracts governing the transfer of confidential information between UNM HSC investigators and outside entities. CDAs may cover incoming information, outgoing information, or both. Companies or non-profit organizations ("providers") sometime require a CDA before they will share their information. Unless an invention is being disclosed to the Science and Technology Corporation, send a draft of the agreement along with contact information to the HSC Sponsored Projects Office.

For more information on MTAs or CDAs, visit: goto.unm.edu/spo or contact Aida Andujo at 272-1219, AAndujo@salud.unm.edu.

Support

Congratulations, you have an award! If all forms and supporting documentation have been submitted to SPO during the "Proposal Stage" and "Just in Time Stage," then we can process your award and forward to HSC Contract & Grant Accounting (C&GA) for Banner Financial System set-up.

If your award involves the negotiation and signature of an agreement, the "Award Stage" cannot proceed until all parties have agreed to and signed the legal document. Contracts require all the same internal forms and documentation that grants do and should be submitted to SPO through CLICK ERA as soon as possible.

(Please note): only certain individuals at UNM are authorized to sign contracts and all contracts must be submitted for review before a commitment is made on behalf of the University.

Helpful Links

HSC COI

hsc.unm.edu/research/coi

HRRC

hsc.unm.edu/som/research/hrpo

Animal Research

hsc.unm.edu/som/research/acc

UNM Business Policies

policy.unm.edu

HSC Contract & Grant Accounting

hsc.unm.edu/financialservices/cga

HSC Unrestricted Accounting

hsc.unm.edu/financialservices/accounting