



UNM HEALTH SCIENCES | UNM HEALTH

Contract & Grant Accounting

July 17, 2026

UAP 2480

- Program Participants Policy Updated
- Reporting of participant incentives over \$600 annually still required. Submission requirement remains unchanged.
- Incentives across on University programs is still required to be reviewed for reporting requirements.
- Only participants that receive \$2,000 or more will receive a Form 1099.

ClinCard

- ClinCard is a reloadable debit card and software system used in clinical trials.
- ClinCard is mandatory to be used on all clinical trials
- Do you need a user license for ClinCard?
- Smartsheet Link to request a user license
<https://app.smartsheet.com/b/form/019d97e0b7737ea38f9481a1878303bc>
- Limit on #users per department

Huron Employee Compensation Compliance

- Next effort certification period Jan to June 2026
- Opens on 07/23/2026
- 1st Effort Period July to Dec 2025 was successfully completed
- Website: <https://research.unm.edu/huron/index.html>

Huron ECC

- Certification period ends 09/21/2026
- Complete Certifications by the due date
- Timely submission is required
- Delinquent certifications will be escalated to VPR
- FY27 Certifications change to quarterly
- 1st period FY27 July 26 to Sept 26 effort period will open October 15th

Contact Information

- Questions please contact:
- Central/Branch Campuses: maineffortrptng@unm.edu
- HSC: HSC-Effort-Reporting@salud.unm.edu

Questions





UNM HEALTH SCIENCES | UNM HEALTH

Sponsored Projects Office General Updates

RESEARCH ADMINISTRATION FORUM AND TRAINING (RAFT) – JULY 17, 2026

MARISA SANCHEZ
MANAGER
HSC SPONSORED PROJECTS



NIH UPDATES

National Institutes
of Health

NOT-OD-26-084 - Reminder: Definition of Foreign Component

❖ PURPOSE

This notice reminds the extramural community of NIH's longstanding definition of foreign components. While NIH has increased its oversight of foreign collaborations, we have not expanded the definition of foreign components. As outlined in the [NIH Grants Policy Statement](#), a **foreign component** is:

The performance of any significant scientific element or segment of a project outside of the United States, either by the recipient or by a researcher employed by a foreign organization, whether or not grant funds are expended. Activities that would meet this definition include, but are not limited to:

1. the involvement of human subjects or animals at a foreign site,
2. extensive foreign travel by recipient project staff for the purpose of data collection, surveying, sampling, and similar activities, or
3. any activity of the recipient that may have an impact on U.S. foreign policy through involvement in the affairs or environment of a foreign country.

Acknowledging Foreign Components throughout NIH Application and Award Processes

Pay close attention to the Notice of Funding Opportunity (NOFO), which outlines whether foreign components are permitted or if there are any additional restrictions.



National Institutes
of Health

NIH UPDATES

NIH INVITES YOU TO A CONVERSATION ON ITS UNIFIED FUNDING STRATEGY

NIH invites you to [register](#) for a conversation between NIH leadership on NIH's Unified Funding Strategy on Friday, August 14, 2026.

NIH's [Unified Funding Strategy](#) is designed to support NIH Institutes and Centers to make informed, transparent, and flexible funding decisions.

During their conversation, NIH leadership will:

- Clarify the approach's rationale, goals, and implementation across NIH
 - Address misconceptions
 - Help foster communication between NIH staff and applicants, recipients, researchers, and the wider research community
-
- **What:** Understanding NIH's Unified Funding Strategy: What the Research Community Needs to Know
 - **When:** Friday, August 14, 2026, 8 - 9 a.m. MST
 - **Where:** [NIH Videocast](#) – [Register here](#)
 - **Who:** Members of the research community, including researchers at all career stages, institutional officials and staff, peer reviewers, professional societies, and the public



National
Science
Foundation

NSF UPDATE

As part of NSF's ongoing efforts to strengthen research security, NSF is preparing to implement a new research security policy prohibiting collaborations on NSF-funded projects with entities on U.S. restricted parties list (see [Appendix A](#) of the [Dear Colleague Letter](#)).

The policy will prohibit the use of NSF funds to support collaborations with restricted entities, and senior/key personnel will be prohibited from collaborating with said entities on NSF-funded projects.

A [Dear Colleague Letter](#) announcing the forthcoming policy has been sent out. Under the policy:

- NSF appropriated funds may not be used for grants, contracts, other transactions or other assistance to an organization if the purpose is to conduct research in collaboration with restricted entities. This funding prohibition also extends to the employees of such restricted entities.
- Senior/key personnel are prohibited from holding an appointment or position with, or receiving research support from, a restricted entity. Further, senior/key personnel are prohibited from collaborating with a restricted entity, or employee thereof, on research funded by their NSF award.
- NSF plans to implement this policy after in Fiscal Year 2027

ALSO:

NSF is transforming its long-standing Proposal and Award Policies and Procedures Guide (PAPPG) into the new **NSF Guidance on Financial Assistance (GFA)**. The draft document streamlines policies, introduces plain language, and aligns with federal Uniform Guidance.

The 203-page draft is available for review and feedback through the [Regulations.gov Docket](#).



REMINDER: FEDERAL RESEARCH SECURITY TRAINING

Federal agencies have rolled out mandatory research security training requirements to prevent foreign influence and strengthen disclosure practices in federally funded research.

The following agencies currently require completion of this training by all key personnel and anyone who plays a significant role in developing or carrying out the research. SPO highly encourages all key personnel involved in any federally funded project to complete the training.

- National Institutes of Health (NIH)
- Department of Energy (DoE)
- National Science Foundation (NSF)
- U.S. Department of Agriculture (USDA)
- National Aeronautics and Space Administration (NASA) – *effective 8/5/2026*;

Training must be completed within 12 months prior to proposal submission.

SPO is also requiring completion of federally compliant research security training **prior to proposal submission of these agencies**. **Certificates of completion for all key personnel must be added to the Click record before a proposal will be submitted to the sponsor.**

HOW DO I TAKE THE TRAINING?

- ❖ The UNM Main Campus' Office of Research Integrity & Compliance and Industrial Security Office created UNM-focused research security training that meets the federal agency requirements and is available to HSC faculty and staff. This training is hosted in **Learning Central** and titled "UNM Research Security Training" (Course: **ORIC_Research_Security**). The benefit of this training is that your completion certificate is saved in Learning Central and readily accessible.
- ❖ Training is also available through the **NSF SECURE Center**. This free training is available to UNM and non-UNM affiliated researchers



RESPONSIBLE BUDGETING FOR CLINICAL TRIALS

Learn to develop a budget for an industry-sponsored clinical trial, how to identify costs in a clinical trial, the types of costs in a budget and about Standard of Care vs. Research.

Dates available:

- Wednesday, August 5 10:30 -11:30
- Wednesday, September 9 10:30 -11:30
- Wednesday, October 7 10:30 -11:30

Register Here: Responsible Budgeting for Clinical Trials – Fill out form

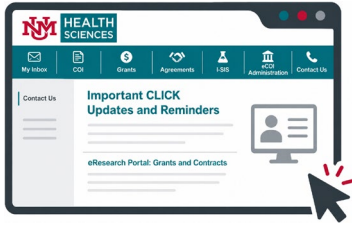
For additional information, contact:

Donna Sedillo, Program Operations Director

dlsedillo@salud.unm.edu



Current effective F&A Rate for Industry Sponsored Clinical Trials is 35%



CLICK RECORDS AND SPONSOR DUE DATES

Editing: FP00018090

4.0 Submission Dates

1.0

* Application submission deadline:

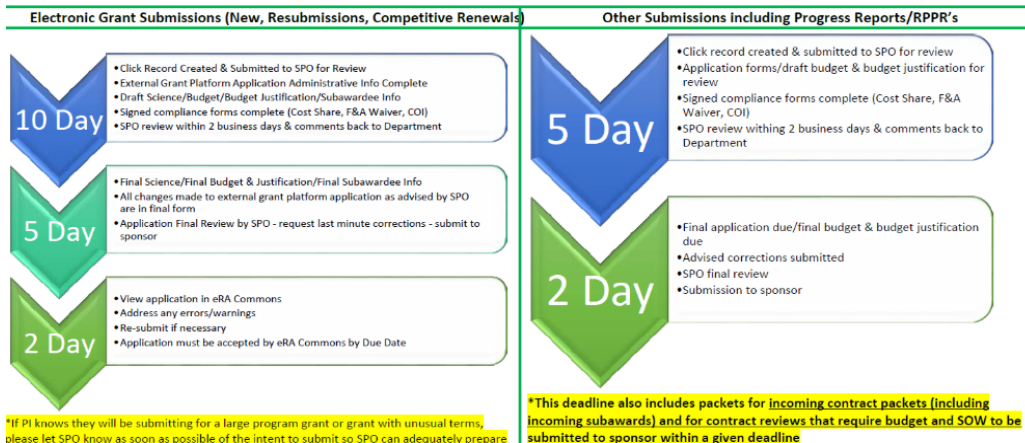
<<ENTER SPONSOR DUE DATE>>



2.0

PreAward / SPO submission deadline:

7/3/2026 <<automatically populates after sponsor due date is entered>>



Why the Correct Sponsor Due Date Matters

Accurate deadlines help proposals move through SPO review queues efficiently and on time.



FAIR PRIORITIZATION

Proposals are prioritized based on the true sponsor deadline.



BETTER PLANNING

SPO can manage workloads and deadlines accurately.



AVOIDS UNNECESSARY RUSH

Prevents proposals from appearing due earlier than required.



SPONSOR COMPLIANCE

Helps ensure we meet official sponsor requirements and due dates.



CONSISTENT PROCESS

Supports a consistent and efficient review process for all.



REMEMBER:

Enter the official sponsor deadline from the solicitation in Click ERA. Internal planning dates and PI availability should be managed separately.



CONTRACT NEGOTIATION TIMELINES

Lead Time Standards:

Agreement Type	Industry Standard Timeframe to Full Execution	Notes
Clinical Trial Agreement (CTA)	60 business days	From receipt to fully executed.
CTA Amendment / No-Cost Extension	20 business days	Applies to modifications of existing CTAs.
Confidential Disclosure Agreement (CDA)	21 business days	From receipt to fully executed.
Material Transfer Agreement (MTA)	28 business days	From receipt to fully executed.
Data Use Agreement (DUA)	45 business days	From receipt to fully executed.
Incoming Subaward	20 business days	From receipt to fully executed.
Outgoing Subaward	20 business days	From receipt to fully executed.
Subaward Amendment (incoming & outgoing)	10 business days	From receipt to fully executed.
Other Funded Contracts (non-OCCS)	45 business days	From receipt to fully executed.
Other Funded Contract Amendment	15–30 business days	Depending on complexity.

Factors That Influence Contract Timelines

- ✓ Complexity of the agreement.
- ✓ Sponsor responsiveness.
- ✓ Number of negotiation rounds.
- ✓ Required internal reviews and approvals.
- ✓ Timely responses from all parties.

*** Lead times shown are planning estimates only and are not guaranteed turnaround times. Actual timelines may vary based on the complexity of the agreement, sponsor responsiveness, and required institutional reviews. ***



Summer Success

— Continuing the Research Journey —

Keep in Touch with SPO!

UNM Health Sciences - Sponsored Projects Office

✉ **Email:** HSC-Preaward@salud.unm.edu

☎ **Phone:** (505) 272-9383

🌐 **Website:** <https://hsc.unm.edu/about/finance/sponsored-projects/>

📍 **Physical Location:** 1650 University, UNMHSC Business & Communications Center, 2nd Floor, Suite 2200



We appreciate all you do to help move research forward at UNM Health Sciences!



UNM HEALTH SCIENCES | UNM HEALTH

Sponsored Projects Office

Electronic Subrecipient Commitment Form

RESEARCH ADMINISTRATION FORUM AND TRAINING (RAFT) – JULY 17, 2026

SUSAN PONCE
SR. SPONSORED PROJECTS OFFICER
HSC SPONSORED PROJECTS

New Electronic Subrecipient Commitment Form

*** A faster, simpler way to collect subrecipient proposal documents for outgoing subawards ***

Why We've Made This Change

Same information. Smarter process. Better experience.



BEFORE

Paper Process



Requests sent through **multiple emails** and **attachments**



Required documents collected in **different locations**



Follow-up reminders and **back-and-forth** to **gather missing information**



Delays impact proposal timelines and the ability for PIs to get their projects off the ground faster

RATIONALE

- ✓ Streamlined process
- ✓ Reducing delays
- ✓ Cutting down on paperwork
- ✓ Supporting PIs to get their projects off the ground faster



AFTER

Electronic Form



The form sends a request **directly** to collaborators and their point of contact to collect required information.



All subrecipient information is collected in **one centralized place**.



Built-in notifications reduce follow-up and keep everything moving forward.



Designed for a **streamlined, user-friendly experience** for you, your PI, and their collaborators.



Simple to navigate and built to help gather complete and accurate information.



DESIGNED WITH ONE CLEAR GOAL IN MIND

To create a more streamlined process that makes it easier for everyone to submit, track, and move projects forward.



Working together to reduce delays and help PIs focus on what matters most.



Accessing the Subrecipient Commitment Form

Finance and Administration

Administration

Budget Office

Capital Projects

Contract & Grant Accounting

Sponsored Projects Office

About

Reports

Forms & Documents

Grants, Contracts, Clinical Trials

Ancillary Agreements

Frequently Requested Numbers

Policies & Guidance

Resources

Training

Unrestricted Accounting

Welcome to Sponsored Projects Office - SPO

The UNM Health Sciences Sponsored Projects office is under the direction of HSC Financial Services. We support the HSC's research mission by providing guidance, administration, and oversight of extramural sponsored research.

OFFICE HOURS: 8am to 5pm Monday - Friday

EMAIL: HSC-Preaward@salud.unm.edu

PHONE: (505) 272-9383

FAX: (505) 272-0159

Government Shutdown Guidance for Departments

Guidance

Quicklinks

ClickERA Grants

ClickERA Agreements

Department Forms Request Dashboard

Research Administration Dashboard

SPO Weekly Newsletter

Proposal Timeline Submissions

[Link to Research Administration Dashboard](#)



Health Sciences Sponsored Research Dashboard



Our Websites

- 🔗 Sponsored Projects Office
- 🔗 Contract & Grant Accounting
- 🔗 Unrestricted Accounting
- 🔗 Conflict of Interest
- 🔗 Human Research Protections Office
- 🔗 Office of Animal Care Compliance (OACC)
- 🔗 HSC Finance & Administration Shared Services
- 🔗 Research Development Office

Sponsored Projects Office

Important Links

(Opportunities, Requests, Click sites)

- Federal grant opportunities
- 📄 Request a Virtual Meeting
- 📄 Request For Information
- Click Grants/COI
- Click Agreements
- Huron IRB
- Department Request Dashboard

Important SPO Docs

- 🔗 IBW (Internal Budget Worksheet)
- 🔗 Data Transfer Checklist (For DUA's)
- 🔗 NIH Template for the Data Management and Shar.
- 🔗 Export Control Screening Form
- 🔗 [NIH Cover Letter Sample](#)
- 🔗 Change in Effort Request Sample
- 🔗 PI Eligibility Request Form
- 🔗 New Mexico Anti-Donation - Gift VS Grant
- 🔗 SPO Standards of Excellence
- 📄 Electronic Subrecipient Commitment Intake Form

Duties

The Sponsored Projects Office (SPO) is a central administrative unit dedicated to providing comprehensive support services to faculty, researchers, and staff engaged in sponsored research, scholarly activities and creative endeavors within the Health Sciences Center. Birthplace of grants, contracts, and other agreements that benefit the UNM Health Science Center in its Research, Public Service, and Educational goals. SPO is responsible for reviewing, approving, negotiating, and advising HSC Principal Investigators and staff who seek external funding from federal, state, local, and business entities. SPO also negotiates Material Transfer Agreements, Confidential Disclosure Agreements, Clinical Trial Agreements and Data Use Agreements. SPO is also responsible for the interpretation of University policy, sponsor guidelines, and applicable federal and state laws and regulation related to governmental and non-profit sponsored activities. SPO serves as the official liaison between the HSC Departments and Sponsoring Agencies. SPO also s many trainings available to faculty and staff. In order to submit a sponsored project, you must

Subrecipient Commitment Intake Form (HSC Departments)



SUBRECIPIENT COMMITMENT INTAKE FORM

UNM HSC requires a completed Subrecipient Commitment Intake Form for all proposed subrecipients at the time of proposal submission to the prime sponsor. To initiate a subrecipient commitment request, please provide the required information in this form. Once submitted, an electronic link will be sent to your collaborator so they may complete the Subrecipient Commitment Intake Form and upload the required supporting documents.

Questions regarding completion of this form may be directed to Susan De Los Santos at HSC-Subawards@salud.unm.edu.

Additional instructions can be found here: [Subrecipient Commitment Form Instructions](#)

UNMHSC Administrative POC Name *

UNMHSC Administrative POC Email *

Subrecipient Administrative POC (Submitter): *

Subrecipient Administrative POC email (Submitter): *

Subrecipient Organization *

Subrecipient PI Email *

Subrecipient PI Name *

UNMHSC PI Name *

UNM HSC PI email *

Project Title *

[Get Form](#)

WHEN TO INITIATE THE FORM

- ❖ Initiate the form as soon as the PI confirms that a subaward will be included in the proposal
- ❖ But no later than 12 business days before the sponsor deadline, to support SPO's internal 10-business-day proposal deadline.

Subrecipient POC Email Sample

Thank you for your collaboration with the University of New Mexico Health Sciences Center. To support timely processing of a potential subaward to your institution and Dr. Waters.

Please complete this electronic Subrecipient Commitment Intake Form in full, upload all required documents, and submit the form within 5 business days.

Click here to access the form:

<https://app.smartsheet.com/b/form/6e5c83ccc2094e7cb5ad7c1569b7c034>

If you have any questions about completing the form, please contact Susan Ponce at HSC-Subawards@salud.unm.edu.

[Link to Subrecipient Commitment Intake Form](#)

Subrecipient Commitment Form (Collaborator)



Fields marked with an asterisk (*) are required.

ID # *

Please enter the ID number from the email that you received. *(Note: Please make sure the ID number is listed in the exact same format as the one you received in your email)*

Project Title *

INSTITUTION

Legal Name *

Same as SAM.gov

Address *

Congressional District *

Project Congressional District *

Unique Entity Identifier (UEI) *

DUNS#

EIN

Type of Organization *

- ☐ US Non-Profit/University
☐ US For-Profit
☐ Government Agency
☐ Non-US Non-Profit/University
☐ Non-US For Profit

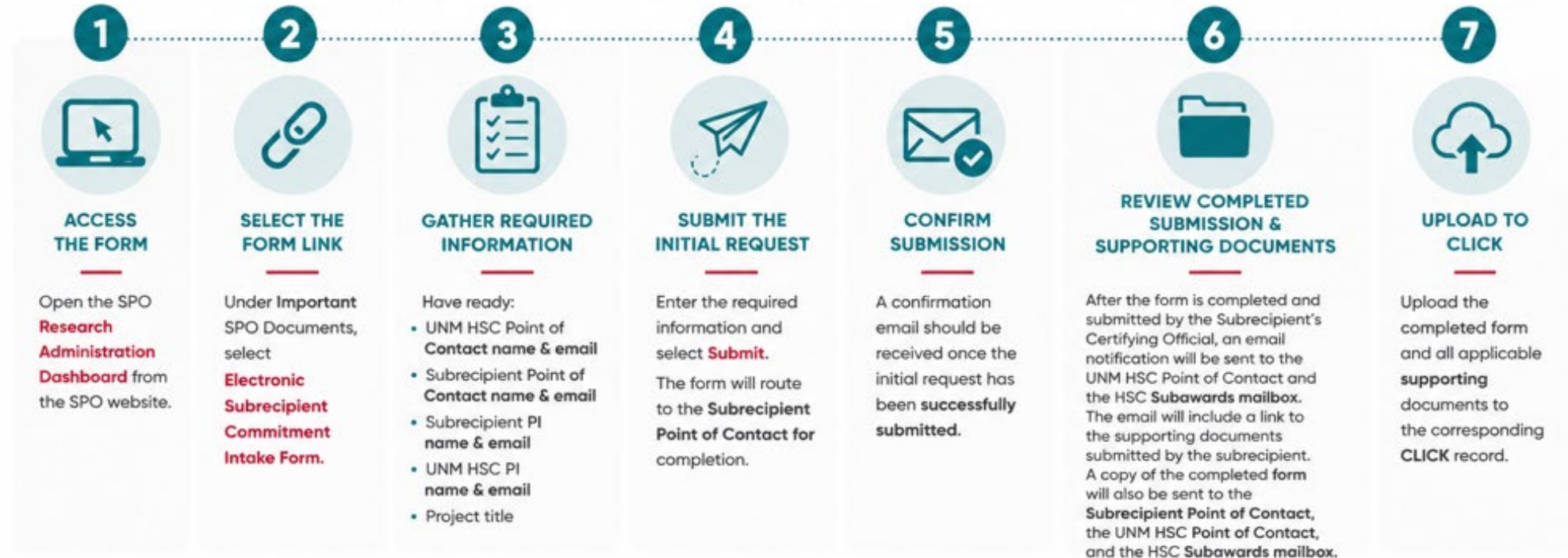
- ❖ Subrecipient receives link to form via email and completes Institutional Information
- ❖ Uploads Supporting documents
 - ❖ Scope of Work
 - ❖ Detailed Budget
 - ❖ Budget Justification
 - ❖ Biosketches, Other Support,
 - ❖ Fringe Benefit Information,
 - ❖ F&A Rate Agreement
- ❖ The form should be submitted by the Subrecipient's Certifying Official
- ❖ Once completed, **an email** notification will be sent to the Dept Contact & HSC-Subawards mailbox, with attachments.



Electronic Subrecipient Commitment Form

IN 7 EASY STEPS

A simple process to collect required subrecipient documentation—on time, every time.



KEY TAKEAWAYS

- ✓ Start early—initiate the form as soon as a subaward is included.
- ✓ Plan ahead—no later than **12 BUSINESS DAYS** before the sponsor deadline.
- ✓ Get it right—complete all required information and upload everything to **CLICK**.

SUPPORTING DOCUMENTS MAY INCLUDE:



Scope of Work



Detailed Budget



Budget Justification



Biosketches



Other Support



F&A Rate Agreement



PLEASE NOTE: Not all supporting documents listed above are required in every case. Requirements may vary depending on the proposal, sponsor, and subrecipient.



We're here to help!

HSC-Subawards@salud.unm.edu

SUBAWARD QUESTIONS?

CONTACT INFORMATION:

HSC-Subawards@salud.unm.edu

Susan Ponce SPonce@salud.unm.edu

Madi Dow MLewis2@salud.unm.edu

HSC-PreAward@salud.unm.edu



Sponsored Projects Office

RAFT MEETING · RESEARCH ADMINISTRATION FORUM & TRAINING

Billing Compliance Update

Clinical Trials Operations | Hospitals

Leslie Pimentel Byatt

Director, Clinical Trials Operations

Friday, July 17, 2026

Five Pillars That Keep Billing Correct

Clinical trial billing compliance means every service is billed to the right payer, at the right time, for the right reason — protecting patients and the research program.



External Audit — Status Update

This audit is about learning — not judgment. Conducted by an external audit firm; teams and PIs are partners in this process.



What Changed in Scope

Identification shifted from patient-level sampling to finance-team and NCT-number–based identification — broadening and standardizing the sample.



Establish Baseline

Understand where we stand today in our clinical trial billing processes.



Find Pain Points

Identify friction, gaps, or inefficiencies so we can correct workflows.



Celebrate Successes

Surface what’s working well across sites and teams — and recognize it.

~100

Active interventional trials in scope

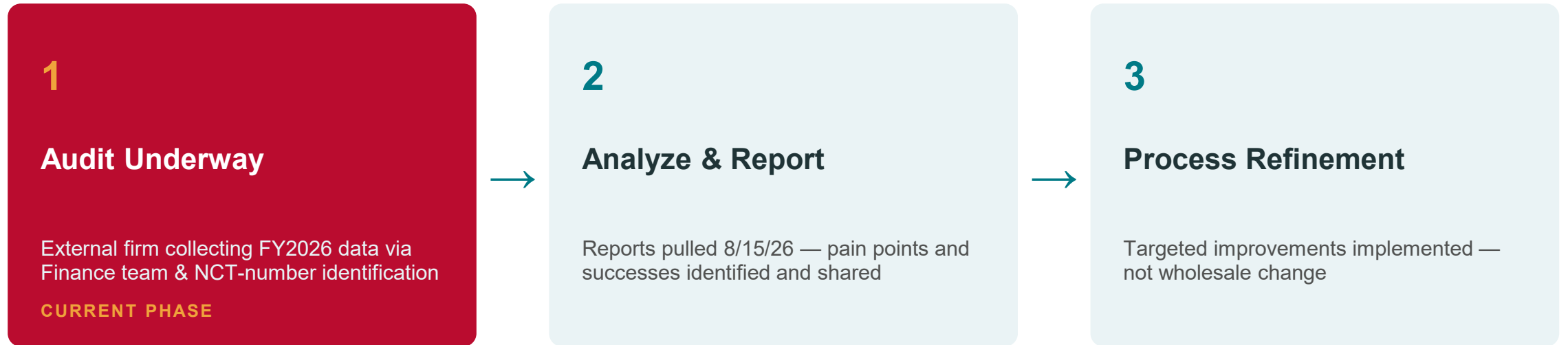
FY2026

Fiscal year of data under review

8/15

Reports pulled — August 15, 2026

What Happens With the Findings



Outcomes will drive targeted process tweaks, not wholesale change — teams and PIs remain partners throughout.