**UNM Department of Anthropology**
Sponsored Projects

Step 1: Early-stage Assistance from the Faculty Research Development Office (FRDO)

The Faculty Research Development Office (FRDO), a unit of the Office of the Vice President for Research (OVPR), can help faculty, students, and staff obtain external funding. They provide services that are extremely helpful in the preparation of the proposal for review and approval by the UNM Office of Sponsored Projects (OSP). Please contact them as early as possible as you begin to develop your proposal. Here is their support request timeline, available here:

PI Proposal Support Request Timeline
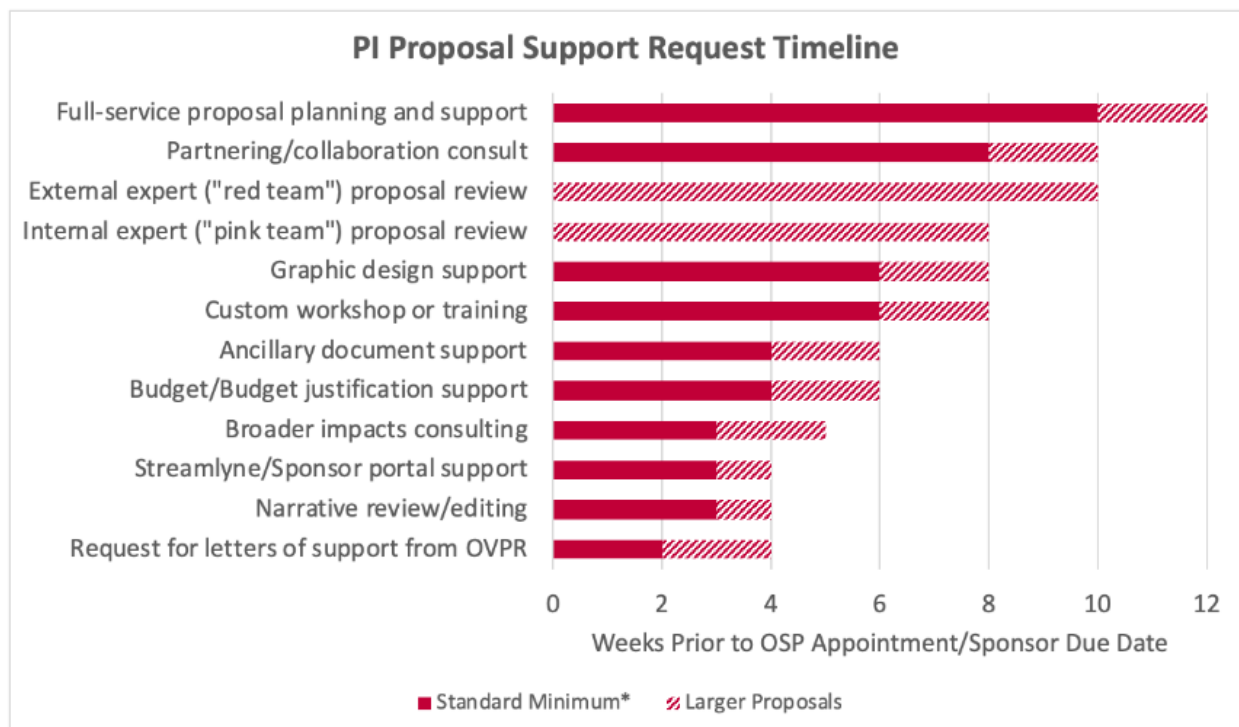
Successful completion of **Grants Management Training** is a requirement for anyone seeking Principal Investigator status at UNM's Main or Branch Campuses. It is the responsibility of anyone wishing to retain Principal Investigator status to complete this course every three years. Grants Management Training is now offered online through UNM Learning Central.

Some funding sources permit students to serve as Principal Investigators (https://osp.unm.edu/pi-resources/pi-eligibility.html), but, in general, students should work with their faculty advisor to develop their research plan/goals, budget, budget justification, etc.

If you need assistance identifying the relevant training in Learning Central, please contact JoNella Vasquez at j3vasque@unm.edu.

Step 2: Initiating a Streamlyne proposal record

Streamlyne is the University of New Mexico's electronic research administration system. All sponsored projects (grants, contracts, and subawards) are entered, routed and approved within this system. To login, use your UNM NetID email address and password here.

All proposals will require a Streamlyne record. If the submission is to a sponsor that has its own submission portal, the non-S2S template in Streamlyne should be used. If the submission is to grants.gov, proposers have the option of completing a S2S record in Streamlyne or using Workspace in grants.gov or ASSIST for NIH if they are familiar with those systems.

Resources for developing proposals in Streamlyne, both S2S and non-S2S, are available here.

Research compliance is also tracked, including IRB and Conflict of Interest. All UNM Main and Branch Campus faculty, staff, and students have access to the Streamlyne IRB module.

Streamlyne training is available to all UNM users for proposal preparation at https://research.unm.streamlyne.org

The UNM Office of the Vice President for Research (OVPR) and Information Technologies (UNM IT) Streamlyne eRA and research administration systems (Research.gov, Era Commons, and Workspace) support ticketing system to submit support tickets to relevant departments (OSP, IRB, COI, FRDO, etc.) and track the progress of their request: https://goto.unm.edu/streamlynesupport

Step 3: Planning and Budget Preparation

A final budget and narrative budget justification should be included in Streamlyne 10 days before the funding agency due date, so it is important that you develop the budget based on the funding agency guidance and UNM's internal guidelines. Approved F&A and Benefits Rates can be obtained here. The Faculty Research Support Officers (FRSO) are also available to assist you in budget development and can provide useful tools and templates.

Step 4: Routing and Submission

Proposals must be approved electronically through Streamlyne before they are submitted to the funding agency. If you are collaborating with another entity and your work will be considered a subaward, your collaborator's home institution may require additional time for review before submission of the final proposal to the sponsor.

Federal proposals may be submitted using ASSIST (NIH only), Research.gov (NSF), or Workspace (other agencies). There will be no change to procedures for submitting other types of proposals. If a grants.gov submission requires the use of a specific submission portal other than these listed above or the sponsor portals listed on the Office of Sponsored Projects' (OSP) website, please notify OSP (osp@unm.edu) in advance of your proposal review and submission appointment.

Because Streamlyne is UNM's electronic research administration system of record, all proposals for external funding still require completion of a Streamlyne record and a review appointment by OSP (osp.unm.edu) prior to proposal submission. Researchers should schedule an OSP appointment as soon as they are aware they will be submitting a proposal for extramural funding. **Appointments should be 3-5 days in advance of the sponsor deadline.**

Step 5: Award Notification and Post Award Information

The Office of Sponsored Projects (OSP) receives transmittal and award notification from the sponsoring agency and generates an internal transmittal for the Office of Contracts and Grants and for the Anthropology Department. The transmittal includes the total award amount and project period. OSP will need an Award Budget Sheet (contact the Anthropology Department accountant for assistance) to process the award. The Office of Contract and Grants will assign a Banner Index and assist the department with the fiscal management of the award. Contracts & Grants also email Anthropology a signature authorization form that lists all individuals who are approved to administer the grant funds.

PI and Co-PIs also typically receive notification of an award from the funding agency. Please immediately forward any notification to the Anthropology Department accountant and, if you have not heard from OSP, contact them to confirm that they have also received notification.

Step 6: Grant Expenditures and Reconciliations

Once the grant is established, you will work with the Anthropology Department accountant for purchases, payments, and reimbursements. The department accountant will provide you with monthly reports in a OneDrive folder about two weeks after the month end. **It is the responsibility of the PI to monitor expenditures and report any discrepancies in a timely manner.**

For reimbursements, email copies of receipts to the Anthropology Accountant along with a completed Anthropology Reimbursement Travel or Expenditure Request form. If a receipt is missing or lost, provide a cancelled check or a credit card statement with your name and relevant information shown (please redact other data not relevant to the request). Travel receipts (such as hotel and airfare) must show the name of the individual requesting reimbursement, and that individual must be named in the grant project. Reimbursements may only be processed for allowable expenses and must be submitted 50 days prior to the end date of travel or receipt date (for expenditures).

Note: Pre-Approval is required for Travel that will include reimbursement. Please submit the Department Pre-Approval Travel form in advance of your travel dates.

Step 7: Grant Closeout

Once the grant is complete, a closeout process occurs. This process will be initiated via **Workflow**, an electronic form processing program. Workflow will generate an email to the Anthropology Accountant, and the PI will be copied but will not have access to the closeout

documents. Ninety days before the grant end date department accountant will email the PI to confirm the grant closure. The department accountant will complete Workflow documentation to signify that the grant fund is ending and submit the documentation to the Fiscal Monitor from the Office of Contracts and Grants.

In order for the Fiscal Monitor to close the grant fund, a final reconcilement is required. The PI will verify that the expenses in Banner are correct throughout the life of the grant fund. When the grant fund closes, the PI will only have a maximum of **sixty days** (or less, depending on the requirements of the sponsor) to examine and correct any irregularities before completing and returning the closeout documentation to the Fiscal Monitor. PI's will notify the department accountant if any changes are needed. The department accountant will submit any changes via Workflow. Once this information is received, the grant fund will be closed and no more financial activity will be allowed.

NOTES

1) With few exceptions, individuals may **NOT** receive funds directly from the funding agency. All funds must be routed through the UNM Office of Contracts and Grants. If you receive a check from the funding agency, please forward it immediately to the Department Accountant. **DO NOT DEPOSIT FUNDS INTO YOUR PERSONAL ACCOUNT.**

2) As the recipient organization, the UNM PI is responsible for the administration and monitoring of all awards. All UNM policies and procedures must be adhered to during the project period, including those regarding employment/hiring, use of university property, conflict of interest management, and allowable expenditures.

3) Since UNM is the recipient organization, all equipment that is purchased under a grant award is the property of the University and will revert to the University at the conclusion of the project period. This includes all computer equipment, software, and other equipment.

4) Avoid using cost-share. The University only approves cost-share proposals in situations where required by the funding agency.

5) You should allow as much time as possible for the internal review process (Step 3 and 4 above).

For support, preparation and submittal of proposals through Streamlyne submit a ticket through the A&S Research link: https://researchsupport.unm.edu/Account/LogIn You will be contacted by a proposal support staff for an appointment

CONTACT INFORMATION

Center for Collaborative Research and Community Engagement (CCRCE)

coeresearch@unm.edu (for general inquires)

Faculty Research Development Office (FRDO)

https://frdo.unm.edu/

Contract and Grants Fiscal Monitor

Anthony N. Gallegos (subject to change)   ngalleg@unm.edu

Anthropology Department (Grant support once grant index is assigned)

Jennifer George, Department Administrator   jgeorge2@unm.edu

JoNella Vasquez, Department Accountant   j3vasque@unm.edu

Additional Resources

https://streamlyne.unm.edu/resources/index.html

https://irb.unm.edu/streamlyne/index.html

https://coeresearch.unm.edu/index.html

https://osp.unm.edu/proposals/proposal-review-scheduling-system.html