

# Post Award Procedures

	<u>What needs to be done &amp; Documentation needed</u>	<u>Who to contact</u>
<b>Compliance Certifications</b>	<p><b>Projects involving Human Subjects require:</b></p> <p>A. All Projects Require an up-to-date Interest and Activity Management form: Interest &amp; Activity Management - <a href="https://researchportal.unk.edu/system/login">https://researchportal.unk.edu/system/login</a></p> <p>B. Projects with international travel, collaborators, or students and projects with technology identified as ITAR or Export Control regulated require: CITI Training Export Control - <a href="#">CITI Training</a> Export Control Management Plan</p> <p>C. CITI Training- Human Subjects - <a href="#">CITI Training</a> IRB approval-IRB website - <a href="http://www.unk.edu/academics/gradstudies/irb/">http://www.unk.edu/academics/gradstudies/irb/</a></p> <p>D. Projects involving animal subject require: CITI Training – Animal Subjects - <a href="#">CITI Training</a> IACUC approval-IACUC form – <a href="\\shares\rescomplids\$\IACUC\Forms, letters, and reports\IACUC Form 2019.pdf">\\shares\rescomplids\$\IACUC\Forms, letters, and reports\IACUC Form 2019.pdf</a></p>	<p>Office Research Compliance IAM – Lee Purdy 865-8641</p> <p>Export Control – Lee Purdy 865-8641</p> <p>IRB – Matthew R Bice 865-8052</p> <p>IACUC – Dustin Ranglack 865-8545</p>
<b>Setting up Financials</b>	<p><b>External Funding</b></p> <p>A. WBS Element Information Sheet <a href="https://sapphire.nebraska.edu/ucontent/36dea5b8a3e3409e8ff40a184d0dc7d2_en-US/index.pdf">https://sapphire.nebraska.edu/ucontent/36dea5b8a3e3409e8ff40a184d0dc7d2_en-US/index.pdf</a></p> <p>B. WBS Element Plan Summary Sheet <a href="https://sapphire.nebraska.edu/ucontent/8aeb53b5db8549e99bbe604e74494c29_en-US/index.pdf">https://sapphire.nebraska.edu/ucontent/8aeb53b5db8549e99bbe604e74494c29_en-US/index.pdf</a></p> <p><b>C. System/Internal Funding</b> Cost Center Information Sheet <a href="https://sapphire.nebraska.edu/ucontent/ae4220019c8b48f5a50d32093551f053_en-US/index.pdf">https://sapphire.nebraska.edu/ucontent/ae4220019c8b48f5a50d32093551f053_en-US/index.pdf</a></p> <p><b>NOTE</b> – If advanced spending will be required, you will need to obtain an “Advance Spending Authorization form”, from the Office of Sponsored Programs.</p>	<p>Finance Office - 865-8524</p> <p>Finance Office - 865-8524</p> <p>Office of Sponsored Programs - 865-8496</p>

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<b>Research Faculty Course Buyout</b>	<p>To reassign time a Personnel Action Form (Paf) is required.  <a href="https://sapphire.nebraska.edu/gm/folder-1.11.13122?mode=EU&amp;originalContext=1.11.16506">https://sapphire.nebraska.edu/gm/folder-1.11.13122?mode=EU&amp;originalContext=1.11.16506</a>          (12.5% FTE is required for a 3 credit hour course load reduction with all associated fringe benefits (35% FTE) and indirect costs (47.23% of salary and wages)</p>	<p>Contact your Office Associate</p>
<b>PI Indirect Cost Share</b>	<p>For first time indirect earners, follow the process for setting up a new WBS. On the summary sheet, estimate the amount earned based on the grant budget.</p>	<p>Office of Sponsored Programs - 865-8496</p>
<b>Hiring</b>	<p><b>Graduate Research Assistant Appointment Form</b>  <a href="http://www.unk.edu/academics/gradstudies/admissions/graduate-studies/faculty-resources.php">http://www.unk.edu/academics/gradstudies/admissions/graduate-studies/faculty-resources.php</a>           If you need to advertise for the position, contact Human Resources</p>	<p>Janna Shanno – 865-8843           Human Resources – 865-8522</p>
<b>Equipment</b>	<p>When equipment with a value of \$5000 or greater will be acquired with Federal Grand Funds, (NIH, NSF, NASA, DoD, etc.) the Award Document must state how the equipment is to be disposed of at the end of the grant.           Contracts and/or Service Agreements for equipment should be reviewed by Business Services.</p>	<p>Finance Office 865-8524           Business Services 865-8448</p>
<b>Hiring Speaker(s)</b>  Reserving space for presentations	<p>Contracts and/or Service Agreements for speakers coming to campus should be reviewed by Business Services.           Complete a reservation request form <a href="http://www.unk.edu/offices/facilities/files/roomtable-request-form1.pdf">http://www.unk.edu/offices/facilities/files/roomtable-request-form1.pdf</a></p>	<p>Business Services 865-8448           Betsy Warren 865-8692</p>
<b>Travel</b>	<p>University Travel Policy will be followed for Domestic and International Travel. This will include mileage reimbursement rates.  <a href="https://nebraska.edu/-?media/unca/docs/brt/travel/NU_Travel_Policy.pdf">https://nebraska.edu/-?media/unca/docs/brt/travel/NU_Travel_Policy.pdf</a></p>	<p>Travel - 402-486-4111</p>

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<b>Participant Incentives/Gift Cards</b>	Gift Card for Research Policy <a href="http://www.unk.edu/about/files/gift-cards-for-research.pdf">http://www.unk.edu/about/files/gift-cards-for-research.pdf</a>  Gift Card Request Form <a href="http://www.unk.edu/academics/sponsored-programs/_files/Gift%20Card%20form.xlsx">http://www.unk.edu/academics/sponsored-programs/_files/Gift%20Card%20form.xlsx</a>	Procurement & Payment Services – 865-8525
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