Quick Start Guide

Starting an Internal Approval Form for a new grant submission

https://researchportal.unk.edu/system/login

UNK RESEARCH PORTAL

Welcome to the UNK Research Portal

The **UNK Research Portal** is a secure electronic research administration system brought to you by Graduate Studies and Research to help UNK faculty, staff and administrators manage research projects. The portal's paperless environment:

- allows you to submit forms online
- stores faculty information for ease of use in creating future forms
- sends you automated notices and provides up-to-date information on your form status
- streamlines and automates the routing process
- increases the efficiency of review processes
- provides for realtime reporting

Graduate Studies and Research has created the UNK Research Portal as part of its mission to enhance and promote UNK's research programs and to help faculty succeed in their research and creative efforts.

Log in with your UNK credentials.

Username

mocarskira

Password

●●●●●●●●●●●●●●

Login

Don't know your account information?

Documentation

Support Email

research-osp@unk.edu
research-iam@unk.edu

Credits

© Copyright 2015

Main Menu   Search   Preferences   Help

Welcome to the UNK Research Portal, Richard

This is your hub for research administration (and more) at the University of Nebraska at Kearney. We've assembled some information to get you started:

⊕ Quick Add Actions

- ✳ Add New OSP Form
- ✦ Add New EMS Event
- ▢ Add New IAM Reporting ...

Your Last 4 Viewed Items

- ✳ 34
  Kimberly Carlson | 15-073
- ✳ 37
  Bryce Abbey | 14-046
- ✳ 33
  |
- ✳ 29
  Richard Mocarski | 15-...

More recently viewed items »

★ Your Starred Items

You haven't starred any items yet.

Alerts from the Graduate Studies and Research

Click "Add New OSP Form" to start a new internal approval form for a grant submission.

UNK Research Portal Modules ✳
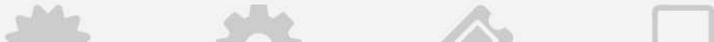
The remainder of this document will walk you through filling in the form, highlighting fields that may not be self-explainatory.
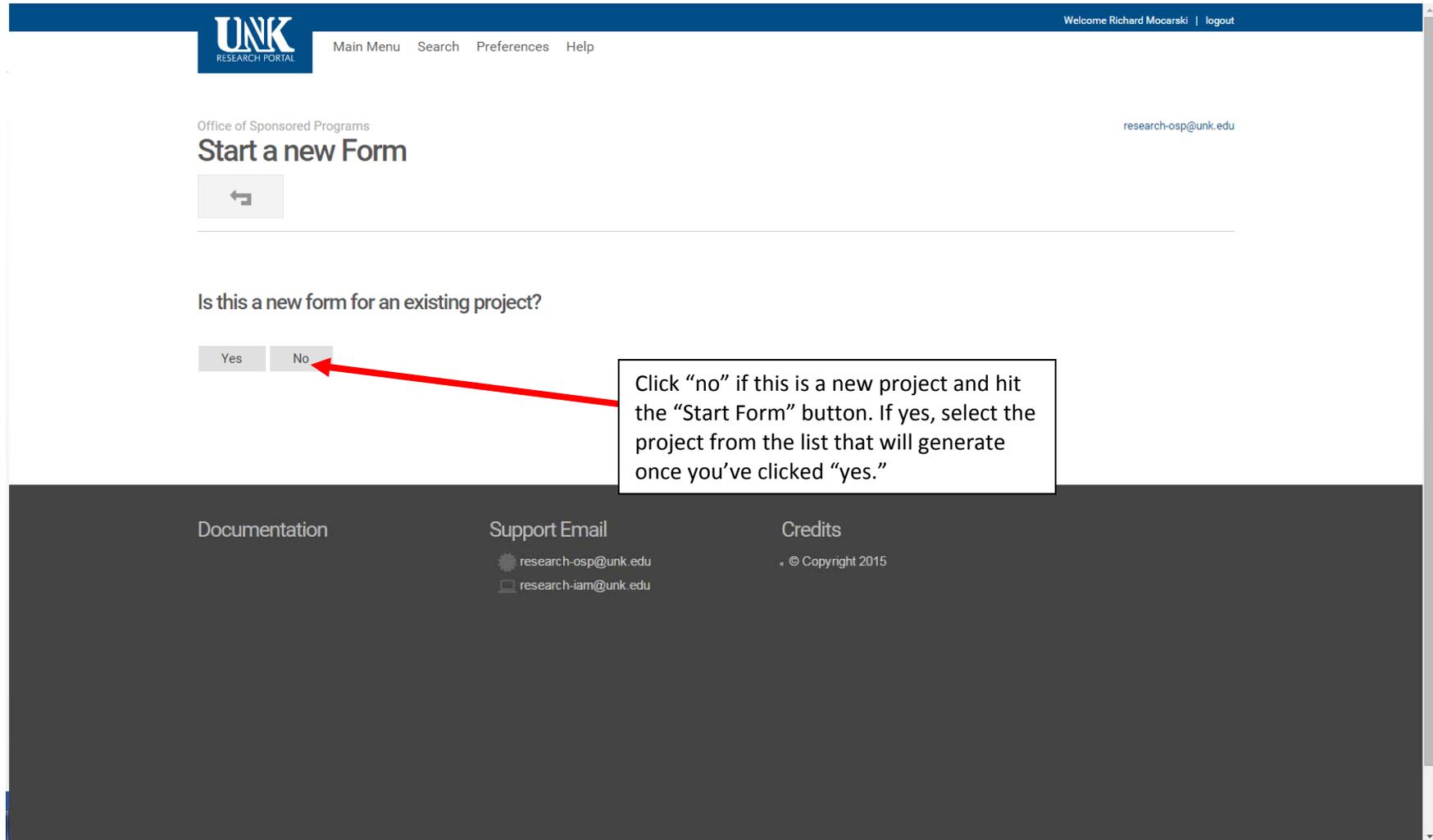
UNK RESEARCH PORTAL

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Welcome Richard Mocarski | logout

Office of Sponsored Programs

Start a new Form

research-osp@unk.edu

Is this a new form for an existing project?

Yes   No

Click "no" if this is a new project and hit the "Start Form" button. If yes, select the project from the list that will generate once you've clicked "yes."

Documentation   Support Email   Credits

research-osp@unk.edu   © Copyright 2015
research-iam@unk.edu

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OSPRD Routing Form

Form PDF

If this project falls under one of the 9 approved research themes (aging, disaster response, early childhood, obesity, rural futures, social justice, STEM, teaching excellence, and water resources), select "yes" and select the appropriate theme. If not, select "no."

A navigation menu that tracks your progress is on the left sidebar.

Form Preparation
1. Senior/Key Personnel
2. Allocations
3. Title and Sponsor
4. Deadline and F & A Rate
5. Dates and Budget
6. Abstract
7. Compliance Checks
8. Administrative Concerns
9. Export Control Information
10. File Upload and Comments

Routing
Route Setup
Sign Off and Review

OSP Review
Submission Review
Validation
Award Processing

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* indicates a required field

Research Theme

* Is this proposal being submitted through an OSPRD approved research theme?

Lead

* Senior/Key Personnel

Search by typing First Name, Last Name or Email Address

* Department

* College

Fill in the information for the lead-PI.

Other Senior/Key Personnel

Other Senior/Key Personnel

⊕ add new Other Senior/Key Personnel

Add information for each Senior/Key person on the project.

Be sure to click the "Check if page is complete" box on each page before clicking the next arrow. Also, be sure to periodically hit the "Save" button!

☐ Check if page is complete   *****

save   next >

U N K RESEARCH PORTAL

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OSPRD Routing Fo

📄 Form PDF

% credit refers to the percentage of scientific credit each key person devotes to this project. The % credit allocation must add up to 100% and is often the same as the % F&A.

Enter the average number of Academic months per year that will be devoted to this project for each key person (if a key person is a 12 month employee, enter the Calendar months per year here). Academic Months = Academic FTE times 9.

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* indicate

Personnel Allocation

Note: 12 month appointments should only use the academic year box below

Personnel	* % Credit ❓	* % F&A ❓	PM Academic ❓	PM Summer ❓
Richard Mocarski (lead) *Office of Sponsored Programs & Research Development* *Graduate Studies & Research*	60	50	1.2	0
Dianne Holcomb *Geography and Earth Science* *College of Natural & Social Sciences*	40	50	1.2	0
Total	100	100		

☑ Check if page is complete

[< previous] [save] [next >]

% F&A refers to the percentage of PI facilities and administration (indirect) costs each key person will recover. The % F&A allocation must add up to 100%.

Enter the average number of Summer months per year that will be devoted to this project for each key person (if a key person is a 12 month employee, leave blank). Sumer Months = Summer FTE times 3.

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* 1. Project Title

Testing the OSP Grant Module

* 2. Short Title (maximum 35 characters)

OSP Module

3. RFP Title (Solicitation Number)

PA-12-399

4. Upload RFP or Guidelines Here

Choose Files   No file chosen

5. CFDA Number

* 6. Sponsor (who is paying UNK?)

National Institutes of Health

7. Sponsor Address

Grants.gov

* 8. Will This Project Be A Subaward And NOT The Primary Award?

No

If this project is being led by another institution, such as UNL, fill in their information in the "Sponsor" boxes and click "yes" for question 8.

* 9. Will this project be subject to the Public Health Service conflict of interest regulation? ⓘ

Yes

9.a. Please enter people who are classified as "PHS Investigators". Do not enter Senior/Key Perso

All Department of Health and Human Services grants require extra training in conflict of interest. This training is available through the Interest and Activity Management Module.

10. Does this Project include any Subawards with Entities Outside UNK?

Give as much information as possible on any subaward entities.

* 10.a. Please enter the names of the Subaward Entities

☐ Check if page is complete

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* 1. Is there a Sponsor Deadline?

[dropdown]

* 2. Delivery Method

[dropdown]

* Additional Submission Instructions

[text box]

If this is a continuation of previous support, please provide the WBS number of that support.

* 3. Submission Type

[dropdown]

4. WBS Number (if available)

[text box]

* 5. Purpose Code

[dropdown]

* 6. Is Funding an Earmark?

[dropdown]

7. F&A Rate(%) used in this proposal 🔵

[text box]

* 8. Are UNKs full indirect costs (also called Facilities and Administrative or F&A) included?

[dropdown]

* 9. Is cost share required by the Sponsor?

[dropdown]

If the F&A rate is not UNK's full rate, you must attach rational (from the agency guidelines) in the space provided under number 7.
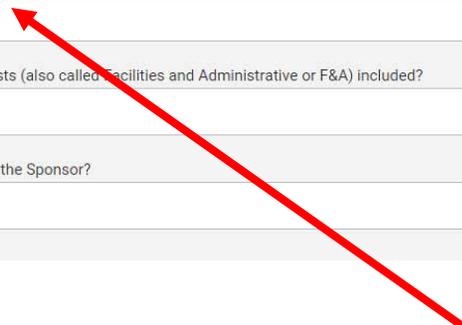
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Start and End Dates

* 1. Proposed Start Date

* 2. Proposed End Date

Budget Information

3. Requested Direct Cost Amount	100000
4. Requested Indirect Cost Amount	45000
Requested Amount Total	**145000**
5. Cost Share Direct Cost Amount	10000
6. Cost Share Indirect Cost Amount	4500
Cost Share Amount Total	**14500**
Grand Total Amount	**159500**
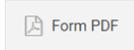
☐ Check if page is complete

[< previous] [save] [next >]

Welcome Richard Mocarski | logout

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OSPRD Routing Form

[↩]   [🅿 Form PDF]

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OSP Review

* indicates a required field

* Enter your abstract [?]

[   ]

☐ Check if page is complete

[< previous] [save] [next >]

You must enter an abstract (it may be copied from the proposal) so that we know what the proposal is about.

OSPRD Routing Form

↩   📄 Form PDF

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* indicates a required field

* Will human subjects be required?

Yes ⌄

* Will vertebrate animals be used?

No ⌄

* Will ionizing radiation be used?

No ⌄

* Will hazardous materials be used?

No ⌄

* Will biohazardous materials (e.g. human, animal or plant pathogens; human cell lines, blood or tissues), recombinant DNA or transgenic organisms (plants or animals) be used?

No ⌄

☐ Check if page is complete

[< previous] [save] [next >]

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☑ * 1. I hereby state that this project will abide by the University's policy and terms as a Drug Free Work Place.

☑ * 2. I hereby state that no investigator is debarred, suspended or otherwise declared ineligible to receive Federal funding.

☑ * 3. I hereby state that this project will follow the research protocol, applicable state and federal law, and UNK's ethical standards.

* 4. Will additional laboratory and/or office space be required for completion of this project?

No

* 5. Will the project have a negative impact on the environment?

No

* 6. Are there expressed/implied responsibilities beyond the life of project?

No

* 7. Could this project result in ideas, processes, products, or principles that could be patented or copyrighted?

No

* 8. Does this proposal disclose patentable or other confidential information?

No

* 9. Do you or any project staff have a potential conflict of interest with the sponsor or any participant in this proposal?

No

* 10. Does the proposal include a Undergraduate Research component?

Yes

* 11. Does this sponsored project have any international components, such as international partners, sites, or travel?

No

* 12. Will you or any project staff travel internationally for the project?

No

* 13. Will you be using an animal care facility on the UNK campus?

No

* 14. Will you be using a Bruner Hall of Sciences facility on the UNK campus?

No

☐ Check if page is complete

[< previous] [save] [next >]

If you answer yes to any of questions 4-9 and 11-12, then you will be required to justify this with a short paragraph.

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indicates a required field

All institutions of higher education and their faculty, staff, and students must comply with export controls, which are designed to ensure that sensitive information, technology, software, biological and chemical agents, equipment, and know-how are not employed for purposes other than their intended use. In case of violations, criminal sanctions - including substantial fines and even prison terms - can be applied.

Although most activities pursued by UNK researchers are not subject to export control restrictions or licensing requirements, each member of the university community must be familiar with them to ensure that appropriate guidance is sought and actions taken should they apply.

Please contact the Office of Sponsored Programs and Research Development at 308-865-8496 if you would like to discuss problems, concerns, and questions.

Does the solicitation or contract contain any clause that:

* 1. Prohibits or restricts hiring, information access, or participation of foreign nationals?

No	⌄

* 2. Addresses security concerns or involves space or military research?

No	⌄

* 3. Delays publication for more than 60 days?

No	⌄

* 4. Addresses travel outside of the United States?

Yes	⌄

* 5. Requires shipment of materials or data or providing payment to a foreign national or entity?

No	⌄

☑ Check if page is complete

[< previous]　[save]　[next >]

Form Preparation

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*indicates a required field

Document Upload

* **Upload your proposal narrative here. This may be the research plan, project description, or other description of the proposed** may be in draft form for routing purposes (follow your unit policies).

[Choose Files] No file chosen

Did you work directly with OSPRD to draft a budget?

No ⌄

* **Upload your budget spreadsheet here. Must be in OSPRD-desired format.**

[Choose Files] No file chosen

Upload any additional supporting documents here.

[Choose Files] No file chosen

General Comments

Enter general comments here.

☑ Check if page is complete

[< previous] [save]

You must upload a project narrative. A draft is fine and will be replaced with the final narrative by OSP.

If you worked with OSP to develop the budget, than no upload is necessary. If you did not work with OSP, please upload your budget (even if it's a draft).

OSPRD Routing Form

← | 📄 Form PDF

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Routing

- ☐ Route Setup
- ☐ Sign Off and Review

✔ **Task Completed**
Click here to continue.

Next ›

* indicates a required field

Document Upload

* Upload your proposal narrative here. This may be the research plan, project description, or other description of the proposed activities. This may be in draft form for routing purposes (follow your unit policies).

Choose Files | No file chosen

Final Application.PDF   Delete

Did you work directly with OSPRD to draft a budget?

Yes ⌄

Upload any additional supporting documents here.

Once you have saved and completed every item in the module, this green "Task Complete" bar will appear. Click the "Next" button to route the proposal for signature to your department chair, dean, and OSP.

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Route Selection

OSPRD Routing Forms must be routed through all applicable departments. Please use the "Add Route" link below to add all applicable routes. Unnecessary routes may be removed by clicking the "Remove" link to the right of each route name. Once all routes have been added, click the "Start Routing" button.

Senior/Key Personnel Routes
Lead PI

Name	Email
Richard Mocarski *(lead)*	mocarskira@unk.edu

Key Personnel

Name	Email	
Dianne Holcomb	holcombdm@unk.edu	865.8481

Administrative Routes   Add an Administrative Route

ℹ️ **Note:** This form requires at least 1 administrative route for each of the following department(s):
Office of Sponsored Programs & Research Development
Geography and Earth Science

Office of Sponsored Programs & Research Development   X Remove Route

Order	Name	Email
1	Kenya Taylor	taylorks@unk.edu
2	Richard Mocarski	mocarskira@unk.edu

Geography and Earth Science   X Remove Route

Order	Name	Email
1	Jason Combs	combshj@unk.edu
2	John La Duke	ladukejc@unk.edu
3	Richard Mocarski	mocarskira@unk.edu

Center Routes

ℹ️ This form will not route to a center.

Cost Share Routes   Add a Cost Share Route

ℹ️ **Note:** This form requires approval of $14,500 of cost share.

No routes have been added to this section.

Update Total   Total: $0

Start Routing

Routes for each key person will be automatically population. You may add additional routes.

If there is cost share proposed, you must click "Add a Cost Share Route. See the next page for further instructions.

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Cost Share Routes   Add a Cost Share Route

Note: This form requires approval of $14,500 of cost share.

Office of Sponsored Programs & Research Development   X Remove Route

Order	Name	Email	Amount
1	Kenya Taylor	taylorks@unk.edu	1500
2	Barbara Johnson	johnsonbl@unk.edu	1500
3	Charlie Bicak	bicakc@unk.edu	1500
4	Richard Mocarski	mocarskira@unk.edu	10000

Update Total   **Total: $14,500**

Start Routing

Once you are done, click the "Start Routing" button.

Once you have selected a cost share route, you must enter the amounts each party is responsible for and then click update total. The total must match the total cost share proposed (as shown in the note above the route).

Sign Off and Review

Indicates Required Fields

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> Read and certify all assurances and verifications.

☑ **Investigator Assurances:**

As an Investigator on this proposal I:

1) assure that the information submitted with the application is true, complete and accurate to the best of my knowledge;

2) am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties; and

3) agree to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of the application.

☑ **Read Verification:**

UNIVERSITY COST SHARE AND/OR MATCHING FUNDS APPROVAL
Signature constitutes commitment of funds from the indicated account(s). Cost object numbers are required for direct costs used as match. ORCA commitments will be fulfilled through budget transfers.

PRINCIPAL INVESTIGATOR(S) SIGNATURES/ UNIVERSITY REVIEW SIGNATURES
A signature is required for all investigators. Cognizant Dean(s) must approve all investigators submitting proposals. This application is judged to be consistent with the objectives and capabilities of the department(s) and college(s) represented by the signatures below. Signatures indicate the approval of submission of this proposal and if awarded, compliance with all University, State of Nebraska and funding agency policies and regulations.

Please select who you are signing off for: ☑ Myself - including approval of $10,000 for cost share

Cost Object	Amount
	10000

Add another Cost Object Line

> If a portion of the cost share is coming from your own accounts, provide the cost object.

To sign this document please enter your login name and password below and select either Approve or Disapprove.

* Login Name:

To sign this document please enter your login name and password below and select either Approve or Disapprove.

* Login Name:

mocarskira

* Password:

....

* Approve/Disapprove:

Approve

Submit

Provide your login credentials, select approve, and click "Submit" to route the proposal to your department chair.

Routing checklist (left panel):
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Confirmation of Signatures   Routing History

X Cancel this entire routing

Senior/Key Personnel:

Name	Date Signed	Decision
Richard Mocarski	Signature requested on 07/01/2015	
Dianne Holcomb	Signature requested on 07/01/2015	

Administrative Routes: Add an Administrative Route

Office of Sponsored Programs & Research Development   X Remove Route

Name	Date Signed	Decision
Kenya Taylor		
Richard Mocarski		

Add a person to this route

Geography and Earth Science   X Remove Route

Name	Date Signed	Decision

The system will automatically send the proposal for signature to your department head, then dean, then OSP, as well as any cost-share approvers. OSP has access to the proposal during the entirety of the process, so please contact us as soon as possible about your proposal!

308-865-8496