



**Effective:** 08/28/1992  
**Last Revised:** 08/07/2023

**Responsible University Office:**  
*Office with supervision for this policy*

**Responsible University Administrator:**  
*Julie Shaffer, Senior Vice Chancellor for Academic Affairs*

**Policy Contact:**  
*Sharon Obasi  
Travis Reynolds*

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# Sponsored Programs Internal Approval Form

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## Scope

This policy applies to all members of the campus community, including but not limited to employees, tenure- and non-tenure-track faculty, lecturers, students, postdoctoral personnel, independent researchers, visiting scholars, visiting scientists, contractors, subcontractors and volunteers, student employees, students, affiliates, and all other persons retained by or working at the university.

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## Policy Statement

All requests for external funding must receive internal approval before being submitted to the funding agency. This approval is obtained through the online OSP Module housed at <https://nuramp.nebraska.edu>. The PI(s) is required to electronically fill-out and sign a routing form for each proposal prior to submission. This will trigger a routing process that will electronically ask for signatures from department chairs and deans of all key persons. After those signatures are obtained, the form will be routed to OSP for review and signatures. The documents should then be sent to OSP ten business days prior

to the submission deadline date to allow sufficient time to review all documents and route for internal approvals. Proposals will only be routed to the Vice Chancellors when said proposal indicates cost-share. Since the Board of Regents is the legal applicant on requests for external funding, OSP ensures it is consistent with laws and University policies and then submits proposal to funder for consideration.

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## Reason for Policy

This policy is in place to ensure that all external funding to the university, including application for funding is compliant with all university, local, state, and federal guidelines and requirements and is in the best interest of the university.

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## Procedures

NuRamp OSP Module Forms can be started at <https://nuramp.nebraska.edu/login>. For assistance with your form please contact the Office of Sponsored Programs and Research Development.

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## Additional Contacts

<b>Subject</b>	<b>Contact</b>	<b>Phone</b>	<b>Email</b>
Research Agreements & Contracts	Travis Reynolds	308-865-8956	reynoldstj@unk.edu

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## History

Adopted Date: August 28, 1992

Revision Date:

October, 2002

June 18, 2014