College of Health, Education, and| Social Transformation
Funded Research Process

1. • HEST Assc Dean of Research (ADR) receives HEST-Grant Proposal Pre-authorization form

2. • ADR reviews and moves form forward to HEST Research Operations Center (ROC)

3. • ROC contacts Research Administratation Services (RAS) with PI information and preliminary information of potential proposal

4. • PI is to start their Streamlyne IRB compliance for any Human Subjects

5. • RAS reviews RFP guidelines for budget, compliance, forms, and any other specific proposal requirement

6. • PI is to submit all proposal documentation to RAS 5 working days prior to agency deadline

7. • RAS and PI will work together in the proposal, including the budget plan, supporting documents, etc

8. • RAS finalizes proposal documentation to ensure compliance with agency requirements and prepare for proposal submission

9. • RAS submits the proposal to the funding agency by the deadline, often via an online portal or email. RAS encourages submission of the proposal before the day of, to avoid any submission issues

10. • RAS and PI respond to any agency inquires for additional information, clarifications, or revisions

11. • PI is to review budget, scope of work (SOW) and required deliverables (scheduled reports). RAS reviews all terms and conditions to assure NMSU can accept

12. • Decision and award notification: RAS is informed about the award decision, PI and ROC get notified by RAS, and if in agreement, the grant is officially accepted

13. • RAS intiates the post-award set up process sending a streamlyne notification to PI to complete the conflict of interest (COI)

14. • After COI is completed, RAS sends a streamlyne notification to ROC to initiate the award set up

15. • ROC prepares and submits the NFNR, BRT, and CAS to workflow

16. • Sponsored Projects Accounting (SPA) receives, reviews and processes the award documents

17. • SPA sends ROC and PI grant set up information (GR #, index, fund) via workflow

18. • ROC contacts the PI(s) to review the award budget for planning purposes

19. • Project implementation (Execute project, track progess). If agreed by PI, ROC staff will initiate all transactions (hires, purchases, etc)

20. • Reporting and documentation throughout the life of the project until closeout: PI prepares progress and financial reports as needed (ROC supports in the preparation of financial report)

21. • RAS will reach out to agency for any needed changes to the award ex. PI change, effort, extensions, etc.

22. • PI will ensure all agency closeout due reports are complete and submitted timely

23. • Prepare project to closeout, ROC will prepare the report of final expenses (RFE) for PI review and approval

24. • After PI approval of RFE, ROC submits the report with backup documentation to SPA

25. • SPA reviews RFE and sends final invoice to agency