

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

A	PROPOSAL PREPARATION
A.1	HEST Assc Dean of Research (ADR) receives HEST-Grant Proposal Pre-authorization form.
A.2	ADR reviews and moves form forward to HEST Research Operations Center (ROC).
A.3	ROC contacts Research Administratation Services (RAS) with PI information and preliminary information of potential proposal.
A.4	RAS reviews RFP guidelines for budget, compliance, forms, and any other specific proposal requirement.
A.5	• Research Administration Services (RAS) is responsible for checking with the sponsor about IDC to ensure consistency across NMSU and prevent confusion. After a proposal is approved by the ADR and ROC, RAS is notified and will contact the sponsor if IDC details are unclear in the RFP.
A.6	PI is to start their Streamlyne IRB compliance for any Human Subjects.
A.7	PI is to submit all proposal documentation to RAS 5 working days prior to agency deadline.
A.8	RAS and PI will work together in the proposal, including the budget plan, supporting documents, etc.
A.9	RAS finalizes proposal documentation to ensure compliance with agency requirements and prepare for proposal submission.
A.10	• RAS submits the proposal to the funding agency by or before the deadline, often via an online portal or email. RAS encourages submission of the proposal before the dealdilne date to avoid any submission issues and to provide an opportunity to address error messages, etc.
В	PROPOSAL SUBMITTED AND REVISED
B.1	RAS and PI respond to any agency inquires for additional information, clarifications, or revisions
c	AWARD IS MADE AND PROJECT SETUP BEGINS
C.1	• Pl is to review budget, scope of work (SOW) and required deliverables (scheduled reports). RAS reviews all terms and conditions to assure NMSU can accept
C.2	• 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
C.3	RAS intiates the post-award set up process sending a streamlyne notification to PI to complete the conflict of interest (COI)
C.4	After COI is completed, RAS sends a streamlyne notification to ROC to initiate the award set up
C.5	ROC prepares and submits the NFNR, BRT, and CAS to workflow
C.6	Sponsored Projects Accounting (SPA) receives, reviews and processes the award documents
C.7	SPA sends ROC and PI grant set up information (GR #, index, fund) via workflow
C.8	ROC contacts the PI(s) to review the award budget for planning purposes
D	PROJECT DEVELOPMENT AND MANAGEMENT
D.1	Project implementation (Execute project, track progess). If agreed by PI, ROC staff will initiate all transactions (hires, purchases, etc)
D.2	 Reporting and documentation throughout the life of the project until closeout: Sponsored Projects Accounting (SPA) is responsible for submitting financial reports to funding agencies, ensuring accuracy and compliance with grant terms. PI prepares and submits programatic progress reports. ROC assists as needed with budget revisions and projections.
D.3	RAS will reach out to agency for any needed changes to the award ex. PI change, effort, extensions, etc.
E	PROJECT CLOSEOUT
E.1	PI will ensure all agency closeout due reports are complete and submitted timely
E.2	Prepare project to closeout, ROC will prepare the report of final expenses (RFE) for PI review and approval
E.3	After PI approval of RFE, ROC submits the report with backup documentation to SPA
E.4	SPA reviews RFE and sends final invoice to agency