Quick Start Guide
Starting an Internal Approval Form for a new grant submission

Log in with your UNK credentials.
Click “Add New OSP Form” to start a new internal approval form for a grant submission.
The remainder of this document will walk you through filling in the form, highlighting fields that may not be self-explainatory.

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

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.”

Fill in the information for the lead-PI.

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!
% 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.

% 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). Summer Months = Summer FTE times 3.
Give as much information as possible on any subaward entities.

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.

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

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

Once you are done, click the “Start Routing” button.
Read and certify all assurances and verifications.

If a portion of the cost share is coming from your own accounts, provide the cost object.
Provide your login credentials, select approve, and click “Submit” to route the proposal to your department chair.

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