

This FAQ resource is intended primarily to support UNM staff across the Research Administration Network (RAN), including Faculty Research Support Officers (FRSOs), FRDO staff, department administrators, accountants, Contract & Grant Accounting (CGA), OSP, and OVPR personnel. Its purpose is to provide clear, accessible guidance on common questions related to research administration processes, systems, and terminology at UNM. This document is regularly updated and intended to help you find quick answers and connect with the right resources. ***Not finding what you're looking for? Suggest edits by emailing [frdo@unm.edu](mailto:frdo@unm.edu).***

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## Getting Started: Terms and Definitions

### What is a “sponsored project?”

A sponsored project refers to work carried out by university faculty, staff, or students that is supported by funding from external sources such as grants, contracts, or cooperative agreements. Certain unfunded agreements, such as Data Use Agreements (DAUs) and Memoranda of Understanding (MOUs), also qualify as sponsored projects. Sponsored projects may involve conducting, discussing, or publishing research; delivering educational programs; providing training; hosting public events; or engaging with the community.

### What is a "PI"?

The term “PI,” or “Principal Investigator,” refers to the person who is responsible for the proposal, and once it’s funded, oversees the project, supervises project personnel, approves expenditures, and submits reports and other required documentation. The term comes from the sciences but applies to any discipline. Co-PIs assist the PI with management and reporting. PIs and Co-PIs are typically understood as contributing materially to the creation of the proposal, as well as to the management and execution of the project. The PI and co-PIs are considered “senior personnel” or “key personnel.”

For more information about who can serve as a PI in the UNM system, see [UNM Eligibility for Principal Investigator Status \(Main Campus & Branches\) :: Office of Sponsored Projects | The University of New Mexico](#)

### What’s the “life cycle” of an award? From preparing the proposal, submission, to receiving it and starting the proposed work? Which UNM offices support these processes?

The “**pre-award**” part of the process refers to searching for funding opportunities, finding award programs that suit your proposed project, creating an application, and submitting it. FRDO and FRSOs can help you learn to use UNM resources for searching, and are happy to support your application process. Most applications will need to be reviewed by OSP, and are typically submitted to the funding agency by OSP.

The “**post-award**” part of the process involves OSP and CGA. OSP reviews the terms and conditions of the award; CGA helps set up the processes in Banner and Chrome River so that you can receive and spend your external funding.

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## The UNM Research Ecosystem

### What is OVPR?

The [Office of the Vice President for Research \(OVPR\)](#) at UNM supports and oversees the university’s research enterprise. It facilitates research development, ensures compliance with funding and regulatory requirements, and promotes innovation and discovery across all disciplines. As New Mexico’s leading R1 institution, OVPR plays a central role in advancing UNM’s mission of research excellence and educational opportunity.

### What is OSP?

The [Office of Sponsored Projects \(OSP\)](#) is a unit within the Office of the Vice President for Research. OSP serves UNM faculty, department administrators, and support staff at both UNM Main and Branch campuses to ensure successful project completion and compliance throughout the sponsored projects lifecycle. They provide final review and submission of all proposal materials submitted for external funding. They review all new award notices, amendments, and modifications from a wide range of sponsors. They review, negotiate, finalize contracts and subcontracts between UNM and federal and/or state agencies, industry partners, foundations, and other sources.

### What is FRDO?

The [UNM Faculty Research Development Office \(FRDO\)](#) is a unit within the Office of the Vice President for Research, dedicated to enhancing and diversifying the university’s research capabilities. FRDO offers services such as identifying funding opportunities, assisting with proposal development, and facilitating interdisciplinary collaborations to support faculty in securing external funding and advancing their research initiatives. FRDO also supports student-facing program staff in seeking external funding. To request FRDO support, [click here](#).

### What is ORIC?

The [Office of Research Integrity and Compliance \(ORIC\)](#) is a division of the Office of the Vice President for Research. Its primary function is to promote and maintain high standards of research integrity and compliance within the UNM community. ORIC

oversees Conflicts of Interest in Research, Human Research/IRB, and Responsible Conduct of Research.

## What is CGA?

[Contract and Grant Accounting](#) provides the University of New Mexico's research community with post-award financial services for externally funded projects, ensuring compliance with UNM policy, state law, federal regulations and agency terms and conditions of funding. CGA is also responsible for all financial reporting on sponsored projects.

## What is RAN?

The Research Administration Network (RAN) at the University of New Mexico is a collaborative initiative coordinated by the Office of Sponsored Projects (OSP), the Faculty Research Development Office (FRDO), and Contract & Grant Accounting (CGA). It serves as a professional development and communication platform for UNM staff who support sponsored research and contract activities. To learn more about RAN, visit [this site](#). To join RAN, sign up [here](#).

## What is the relationship between the Main Campus and Health Sciences Center (HSC) research offices at UNM?

Main Campus and HSC research offices operate collaboratively as part of the UNM enterprise, but function independently and hold separate institutional Unique Entity Identifiers (UEIs). The Main Campus OVPR oversees research activities for Main Campus and Branch Campus PIs; HSC VPR oversees the research activities of HSC PIs.

## What is an electronic research administration (eRA) system?

Streamlyne is UNM's Main Campus eRA. All sponsored projects (grants, contracts and subawards) are entered, routed and approved in this system. Streamlyne also handles IRB protocols for Human Subjects Research and Conflict of Interest disclosures. All awards are tracked in Streamlyne. UNM will transition to the Huron Research Suite eRA system in 2026-2027.

## What is Banner?

Banner is the software application for recording financial information at UNM. It records all accounting transactions, provides historical data that creates financial reports, and provides online access to financial data. It is the official financial record for sponsored projects and central to the post award process.

## Whom do I contact with questions about Streamlyne or Banner?

For general questions about **Streamlyne**, contact your department research admin support person or your Faculty Research Support Officer (FRSO). If your department does not have a designated FRSO, contact the Faculty Research Development Office (FRDO). You can also visit <https://streamlyne.unm.edu>. For **Banner and post-award** questions, contact your Fiscal Monitor in Contract and Grant Accounting (CGA).

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## Proposal Development - The Pre-Award Process

### Whom do I contact if I need help putting together a proposal?

To submit a proposal at UNM, we recommend working with a Faculty Research Support Officer (FRSO) to assist you. You should also reach out to your department level support person. You can request FRSO support [through this link](#).

### What does OSP require in a standard Streamlyne proposal record?

At minimum, your application will require the following:

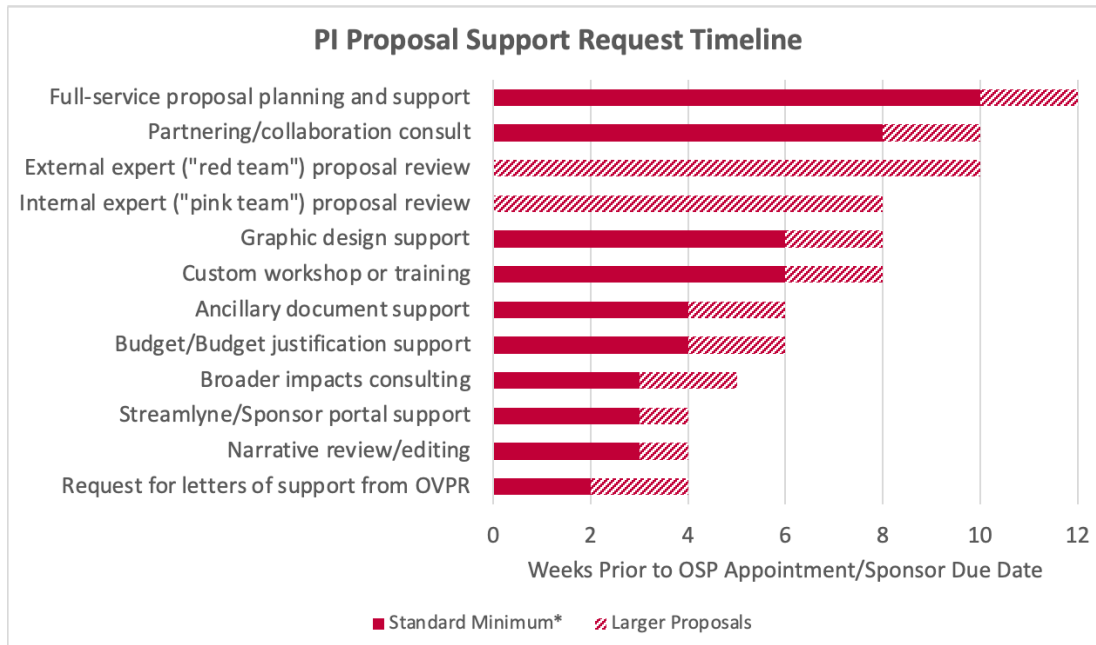
- Budget (using the Excel template on the [osp.unm.edu](https://osp.unm.edu) website)
- Budget justification
- Statement of Work description (SOW) or Narrative
- Copy of the funding opportunity solicitation (RFP, FOA, NOFO, etc.)
- Any other documents required by the sponsor or UNM

### How do I know if I've followed the sponsor's submission guidelines for my proposal?

Read the solicitation carefully and develop a checklist.

### How much time does it take to prepare a proposal?

Most proposals require at minimum two months' work. The more complex the proposal, the more time it requires, both for the PI/leadership team and the FRSO. It's important to build a reverse timeline to plan out your work, beginning with the funder deadline and working backward. The FRDO's recommended guidelines for planning work timeframes are the following:



## How do I submit a proposal?

To submit a proposal for review, initiate a record in [Streamlyne](#) (Proposal Development or Quick Proposal), prepare required documents, and [schedule a review with the Office of Sponsored Projects \(OSP\)](#).

Additionally, if you are applying to a private/philanthropic foundation please contact Sarah Fair, Director of Development at the UNM Foundation, directly: [sarah.fair@unmfund.org](mailto:sarah.fair@unmfund.org)

## Why does my proposal need to go through OSP for a review? Can I skip this part of the process?

OSP is the **only** office legally authorized to submit and accept awards and agreements for sponsored programs on behalf of researchers at UNM. All sponsored projects (e.g., proposals) submitted on behalf of UNM must be reviewed by OSP prior to sponsor-imposed submission deadlines to ensure compliance with all internal and external regulations. Failure to comply with OSP requirements can result in funding delays or even in rejection of the award.

Not all awards go through OSP: for example, **individual/honorific** awards/ **fellowships** might not, and **gifts** go through the UNM Foundation. But check with FRDO or your FRSO

*before concluding that you do not need to involve OSP!* It's important to fully understand both the funder's specifications and your responsibilities as a UNM employee. When in doubt, consult the FRDO.

## How early should I schedule the OSP proposal review?

**OSP proposal reviews must take place at least two business days before the sponsor's deadline and should be scheduled as early as possible in the proposal preparation process.** OSP appointments can be scheduled [here](#). See the PI Proposal Support [Request Timeline](#) for more information. We strongly recommend connecting with your College's FRDO when you know you'll be applying for a solicitation, as they will advise the recommended timeline for your proposal review.

## What is a Limited Competition?

Funders sometimes limit the number of submissions that can come from a single institution. In these cases, an internal or limited competition is necessary to select the applicant(s) allowed to proceed with a submission. Researchers submit statements of interest (SOIs) and/or pre-proposals, and a review committee determines which applicants can move forward to submit from UNM. [Click here](#) to view current limited competitions. [Click here](#) to sign up for the PI listserv and receive email notifications about future limited competitions. For questions, email [limited@unm.edu](mailto:limited@unm.edu).

## Where do I find institutional information (Legal Name, Congressional District, UEI, etc.) for UNM?

The [Institutional Facts](#) page includes many of the details you may need. For additional guidance, please contact an FRDO or OSP.

## For people submitting proposals or receiving awards for sponsored projects, what trainings are required by UNM?

Most sponsored projects require baseline trainings, including Grants Management Training (GMT/OVPR 101) for PIs, co-PIs, and key personnel on awards, and Conflict of Interest and Commitment in Research training for all UNM faculty, staff, and students conducting research. Additional trainings may be required depending on the sponsor, award terms, and type of research, such as research security or other compliance-related training. Project-specific training requirements are determined by sponsor guidance and UNM compliance offices and are communicated during proposal review, award setup, or by the [Office of Research Integrity & Compliance](#).

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# Working With Streamlyne

## How do I create a record in Streamlyne?

UNM will soon be switching to a new proposal management system. Until this change occurs, please continue to use Streamlyne and visit [the information website](#) for more information.

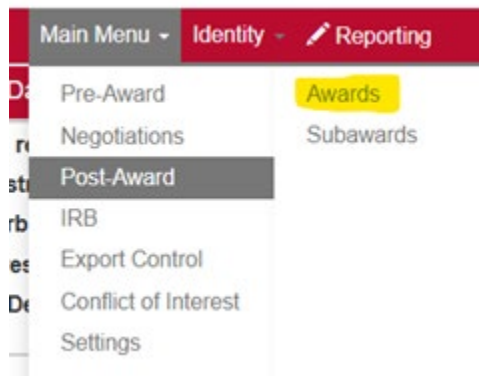
## When do I need to create a QP (Quick Proposal) record and when do I need a PD (Proposal Development) record?

PD records are required for all submissions that require the inclusion of a detailed budget. QP records are used when the submission does not include a detailed budget. See the OSP Request Roadmap for more information.

## How do I find an award in Streamlyne? How do I know which number to use?

**Log in to Streamlyne:** <https://research.unm.streamlyne.org>

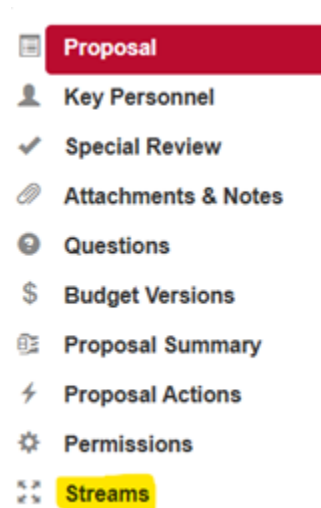
Navigate: “Main Menu” >> “Post-Award” >> “Awards”



You can search for the award using any fields on the display. Some common searches are done using the following (many searches require the wild card symbol: \*)

- a) Sponsor Award ID
- b) Account ID
- c) Lead Unit Name
- d) Institutional Proposal Number
- e) Index #
- f) PI Full Name
- g) Award Title

If you are logged into the proposal PD record you can click the Streams button which will take you to the IP record and Award record if the project has been funded.



## Who needs to complete the proposal person certification and COI disclosures on my proposal in Streamlyne, and by when?

PIs and Co-PIs should complete the proposal person certification in the Streamlyne record before the start of the OSP review. All Key Persons must complete a project specific COI before the OSP appointment starts. It is recommended that the COI is completed at least a full day before the appointment to prevent any delays or issues.

## How do I approve in Streamlyne?

Submissions requiring approvals will appear in the Streamlyne Action List with the APP flag. To approve the submission, open the proposal and click the Approve button, which is available in either the Proposal Summary or Proposal Actions sections. For more information: [How to Approve a Proposal](#).

## Why are department and college approvals done after proposal submission instead of before? What if my department or college wants to review a proposal before it's submitted?

Approvals in Streamlyne are done after the proposal submission due to the limitations of the software. Colleges and departments who wish to review the proposal in Streamlyne before it's submitted will have to implement an internal review process. Regardless, the

formal approvals in Streamlyne will not be possible until after the proposal has been marked as submitted by OSP.

## When and how do I need to submit compliance reviews (IRB, IACUC, Export Control, Annual & Project COI, Grants Management Training, etc)?

The Streamlyne record includes a “Special Review” section where the applicant must indicate whether the proposal involves human subjects, animal subjects or cybersecurity requirements. Any submission that includes human subjects will require IRB approval. Any submission that includes animal subjects will require IACUC approval. Project-specific COI (conflict of interest) disclosures are required for all Key Persons and must be submitted for each and every proposal submission. These disclosures must be updated annually or when requested by ORIC. It is advised to begin project disclosures well before your OSP appointment. Keep in mind that no award funds can be spent until all real or potential conflicts of interest are reviewed and managed. Per federal rules, PIs/PDs are required to take Grants Management training (GMT 100) within 30 days of receiving their first award and must get recertified every three years thereafter. PIs and Co-PIs can take the GMT100 course by logging into [UNM’s Learning Central](#) and searching for the GMT 100 course.

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## Working With OSP

### What happens during an OSP proposal review?

During an OSP review, a research proposal undergoes institutional review to ensure it meets all internal and sponsor requirements. The length of the review can vary depending on factors such as the proposal’s complexity, sponsor guidelines, and submission deadlines. Principal Investigators (PIs) are expected to be available **via email** during the review to respond quickly to questions or provide additional information as needed.

### What is an Essential Review?

Should a situation arise in which a scheduled comprehensive review is not possible due to the last-minute proposal request by a sponsor, or other extenuating circumstance, the proposal may still be submitted to OSP through Streamlyne for an unscheduled essential component review. The scope and duration of the OSP review is limited. For proposals receiving an essential component review, the PI is solely responsible for all proposal materials outside of the OSP reviewed items (Policy 2010 Section 4.3.1 and Exhibit B.1.27 Delegation of Authority).

How do I get OSP’s guidance on proposal questions BEFORE the time of the OSP appointment (and without necessarily having full information/documentation) so that I can make necessary revisions in time to submit?

Once you’ve scheduled your OSP review, you’ll know who will be reviewing your proposal. You can reach out to your OSP reviewer, identified in your appointment confirmation. If you are working with an FRSO on your proposal, please reach out to them before contacting OSP.

Do the documents in my application all have to be in final form by the start of the OSP appointment, or can I still work on them after the OSP review, up until the sponsor’s due date?

All documents must be in final form and uploaded in Streamlyne by the start of the OSP appointment. If the submission includes completion of an application in the sponsor portal, the portal record must also be in final form, ready for submission, by the start of the OSP review. There are no opportunities for revision after the OSP review.

My PI submitted a proposal without going through OSP and received an award: what do I do now?

This situation requires an “after-the-fact review.” An award received by the university, which was the result of a proposal not reviewed by OSP prior to submission, *can result in delays and/or inability to accept the award.* A complete Streamlyne record, OSP review, COI disclosure, unit approvals, Award Budget Sheet (ABS), and IRB approval (if applicable), are all required before the award can be processed.

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## **Funding Mechanisms & Sponsor Portals**

What are the different kinds of awards or funding mechanisms that constitute “external funding”?

The basic types are a grant, a gift, a contract, a task order, and a cooperative agreement.

## What is the difference between **solicited and unsolicited** funding opportunities?

Unsolicited opportunities are where no formal solicitation has been published for the request of proposals. These might result from a sponsor engaging a PI or vice versa for completion of a specific scope of work, but without a formal solicitation from a sponsor which may result in a new award via a contract or cooperative agreement. Unsolicited opportunities undergo an OSP review for approval.

Solicited opportunities: requests from sponsors for submission of a proposal according to the requirements outlined in the sponsor-issued solicitation. A proposal developed in response to public funding announcements, solicitations, or formal requests for proposals (RFPs, CFPs, NOFOs, etc).

## Where can I find sources of funding for my project?

A good place to start is the Faculty Research Development Office's webpage on [Finding Funding](#). For internal UNM resources, such as [RAC funding](#), [OVPR programs](#), or funding within your school or college, PIs should reach out to their Associate Deans for Research.

## How do I obtain a user account for sponsor portals such as NSF's Research.gov, NIH's eRA Commons, Grants.gov, etc?

The Office of Sponsored Projects website includes a page ([Sponsor Electronic Portals](#)) with instructions for obtaining user accounts:

## When does a PI set up an account in a foundation's grant portal?

The different private foundations have varying requirements. If the sponsor requires the applicant to be a 501(c)3, then the UNM Foundation will submit on behalf of the University and the PI. (Verify with the UNM Foundation or your FRSO in advance.) Some private sponsors require the applicant to set up an individual account in their portal. There are some where the UNM OSP must submit. Read the solicitation carefully and reach out to an FRSO, OSP, or the UNM Foundation to figure out the proper submission method.

## How do I grant proposal access with an FRSO or department level administrator in NSF's research.gov?

The individual can be added to the research.gov record by adding them as an OAU (Other Authorized User). The individual must have an NSF account in order to add them.

## How do I allow submit and view access for the AOR (Authorized Organization Representative) in NSF's research.gov?

The PI or Co-PI must log into research.gov and click the button in the Research.gov record.

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## Budgets, Facilities & Administration (F&A)/Indirect Costs, and Cost Share

### What do the terms F&A, indirect costs, and overhead mean, and why do I need to include these costs in my budget?

The terms Facilities & Administrative (F&A) costs, indirect costs, and overhead are often used interchangeably. They refer to essential expenses that support sponsored research and other funded activities but cannot be directly tied to a specific project. Since these costs benefit multiple projects, they are grouped together and recovered through federally approved rates, found [here](#).

Indirect costs help cover things like research facilities (labs, offices), utilities (heating, electricity), maintenance, libraries, and the administrative services required to manage grants. These are real costs that enable research but aren't itemized in individual budgets.

Institutions negotiate F&A rates with the federal government according to standardized guidelines. These rates are expected to be applied to all applicable sponsored projects. However, some sponsors — such as certain federal programs, private foundations, or state agencies — may impose limits or disallow indirect costs.

### What is Unrecovered F&A?

Unrecovered F&A (Facilities & Administrative) is the difference between the amount awarded and the amount which could have been awarded under UNM's approved negotiated facilities and administrative cost rate. In other words, when the sponsor limits the amount of F&A on a proposed project, the Unrecovered F&A is the difference between the amount of F&A the sponsor will pay for and what UNM would normally charge using our negotiated rates. This only applies when the sponsor caps the F&A rate or disallows F&A all together.

### What is Imputed F&A?

Imputed F&A is the indirect cost calculated on cost share direct costs. F&A claimed as cost share represents foregone recovery of institutional costs incurred to support the

research enterprise. Imputed F&A is calculated on the cost share budget and is typically allowable unless the sponsor specifically prohibited by the sponsor.

## I need to set up a budget. Where do I start?

Visit the [OSP website](#) for the required budget templates. These are required whether submitting a new award, a renewal, or a subawardee/collaborator on a submission. Your FRSOs are also available to help you with budgeting.

## Why is the F&A rate so high?

The F&A rate reflects the actual cost of supporting research infrastructure and compliance. Rates are negotiated with the federal government based on detailed cost data and must adhere to federal regulations.

## Which F&A rate do I use?

Generally, we use the 52.5% IDC rate for on-campus research. If you think a different IDC rate is applicable, reach out to your FRSO or OSP for guidance.

## Why can't my F&A be reduced?

F&A rates are federally negotiated and must be consistently applied.

In limited situations, a waiver or reduction of F&A may be requested. This process typically begins with the preparation of an F&A Reduction Form which requires approval from the PI's academic dean and must be formally reviewed in coordination with OSP. The department and/or the ADR must agree to make up the difference.

## Why doesn't the F&A from my awards come back directly to me, for my own research?

F&A helps cover the behind-the-scenes costs—like building maintenance, lab space, IT, and grant support services. The OVPR returns a portion of the F&A to the colleges and centers, who then decide how those funds are used or disbursed.

## How is F&A distributed?

The OVPR returns a portion of the F&A to Main Campus colleges and centers, who then decide how those funds are used or disbursed. The OVPR returns **all** the F&A generated by the branch campuses to the branch campuses. For more detailed questions about F&A distribution, please contact the OVPR or your college's Associate Dean for Research.

## Why is F&A charged on the first \$50K of subawards?

The overhead charged on the first \$50K of each subaward is a reimbursement for the administration of the subcontracts.

## When is venue rental exempt from F&A?

Space rental is excluded from F&A when the rental expenses are for off-site facilities **not** owned by the university and are included in the budget, and the off-campus rate has been approved and is being used.

## What is cost share?

Cost share refers to the portion of a project's costs that is not paid by the sponsoring agency but is instead funded by the university or another source. These additional contributions are necessary to complete the full scope of work outlined in the proposal. Terms such as "**in-kind**," "**leverage**," or "**matching**" are typically synonymous with "**cost share**."

## What are the types of cost share?

There are several types of cost share:

- i) Mandatory Committed Cost Share: Shared costs required as a condition of the award which must be tracked and may require reporting. It is usually expressed in terms of a percentage of the total project cost or a percentage of the sponsor share of the total project cost, although occasionally it is expressed as a fixed dollar amount. This type of cost sharing is required by the Sponsor and must be included in the proposal. Once committed, it becomes a formal obligation and must be tracked and reported.
- ii) Voluntary Committed Cost Sharing: Cost sharing specifically pledged by UNM on a voluntary basis which is quantified in either the proposal budget and/or narrative and becomes a binding requirement of the award, must be tracked, and may require reporting. UNM does not typically allow voluntary committed cost share, including any amount in excess of the sponsor's minimum requirement.
- iii) Voluntary Uncommitted Cost Sharing: Costs and effort that are not included (not quantified) as part of the submitted proposal or upon acceptance of the award. This does not need to be tracked or reported.
- iv) Cash Cost Share: Cash are costs that would not otherwise be incurred by the University. Equipment purchased for use on the project; Personnel hired for the project; Travel expenses specific to the project. May include

- v) In-Kind Cost Share: non-cash contributions, wherein the value can be readily determined, verified, documented, and justified but where no actual cash is transacted in securing the good or service comprising the contribution. These funds could be from a University gift, endowment and/or other unrestricted fund to pay for any of the direct costs associated with a sponsored project (e.g., salaries, fringe benefits, travel, equipment use etc.)
- vi) Third-Party Cost Sharing: Contributions from entities outside the University. The most common instances would be when the subrecipients supply part of the cost share contributions. This is a risky form of cost share because if the third-party does not fulfill their obligations then UNM is still accountable to cover the cost share. This committed cost share is not accounted for in Banner, so documentation from the third party provider has to be tracked by the department (usually in letter or memo form) to document that the commitments have been met.

## Who provides the cost share?

UNM only allows cost share if it is required by the sponsor. Typical cost share items are PI salary and fringe and related facilities and administrative cost. These costs are easily identifiable and documented. It is the PI's responsibility to identify and secure approvals from their Department Chairs and/or Associate Dean for Research for cost share prior to submitting the proposal to the Office of Sponsored Projects for review. All committed cost sharing must be tracked.

When cost share is mandatory, consider using salary that is already funded by Instruction and General (I&G). The salary is an expense that is already funded by UNM. When salary is covered by I&G, the fringe benefits are included, and the F&A that is charged on the salary + fringe (called "imputed F&A) can usually be counted toward the cost share. This minimizes the amount of cash UNM has to contribute to meet the cost share requirement.

## For the purposes of my budget, what is the difference between a consultant/vendor and a subaward?

The key distinction between a subaward and a consultant/vendor is its purpose. A subaward allows a subrecipient to carry out a portion of the work required by the sponsored award. Under a subaward, the award recipient transfers its responsibility to perform part of the project to another party. In contrast, a consultant or vendor only performs or provides a small element of the overall project, and does not contribute to the design or overall work of the project beyond that. If you decide to hire a service provider as a consultant or vendor, be sure to have that provider fill out the required [letter of commitment](#) (found on OSP's Forms page). The letter of commitment must be uploaded into Streamlyne for the OSP review.

## What is the difference between participant support, stipends, incentives, and salary?

**Participant Support** refers to direct costs for items such as travel, meals, lodging, and registration fees paid to or on behalf of individuals participating in a research project (e.g., workshop attendees or trainees), not employees of the institution.

**Stipends** are fixed amounts paid to individuals (such as students or fellows) to support their training or educational experiences. They are **not** compensation for services rendered and typically do not require work in return.

**Incentives** are payments or gifts provided to encourage individuals to participate in a study or complete specific activities, often used in human subjects research. These are not compensation for employment or labor.

**Salary** is payment for work performed by employees, including faculty, staff, and students, and includes wages and benefits. It is subject to institutional payroll policies and taxes.

## What constitutes an allowable cost on a sponsored project? (I am an Account Admin)

Costs specifically allowed under the terms and conditions of the sponsored project, [2 CFR 200](#)[\(opens in a new window\)](#), and the approved project budget. For expenditures to be direct costs of a sponsored project, they must be *allowable, allocable, reasonable, and consistently applied*.

## If I am including a graduate student in my proposal budget, what categories need to be included?

Budgets that include graduate student salaries (based on minimums provided on the UNM Office of Academic Personnel website), should (if the grad student is budgeted to work .25FTE or more) also include a minimum of 6 tuition credit hours + mandatory fees + applicable tuition differential per semester, as well as health insurance and applicable fringe benefits (based on the fringe benefits memo located on the [OSP website](#)).

## Can a UNM staff member receive extra compensation instead of salary replacement for their work on a grant?

While it is possible, it is rare and must meet specific requirements in order to be considered – see the UNM HR extra compensation guidelines for details. It requires the sponsor's prior approval, and the budget justification must include a clear and distinct line specifying "extra compensation salary."

Is anyone other than the PI required to budget 1% minimum effort on a grant?

No. Only the PI is strictly required to budget 1% minimum per year on each sponsored project submission. Please see the [OSP website](#) for the Guidance on Minimum and Maximum Effort memo.

When applying for NM Match Fund, does OSP need to be involved (QP or otherwise)?

Yes, it will be reviewed as a QP. The budget needs to be finalized. The PI or FRSO will set up an account in AmpliFund, the NM Match portal. That account MUST be linked to the UNM institutional account. PI will need to upload the budget (and/or SF forms) that will go to the sponsor, UNM audit reports, solicitation, and evidence that they have started the application with the agency. The PI should contact an FRSO to help create the proper account in AmpliFund.

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## **Post-Award Process: Awards & Contracts**

What parts of the post-award process are handled by OSP, and what parts by CGA or home unit?

[OSP](#) is UNM's official representative to agencies regarding restricted awards. OSP works with faculty and staff to submit proposals and requests for amendments on existing awards including supplemental funding, continuations, PI changes, and transfers. OSP handles any negotiations and verifies compliance checks (IACUC, IRB, Export Control, Conflict of Interest) are met. OSP also works with CGA when the agencies need to be contacted for award clarification and budget revisions and provides advice regarding Federal, State and Local Government agency rules, regulations and procedures.

[Contract and Grant Accounting](#) is responsible for monitoring awards and maintaining compliance with UNM policies and procedures, federal regulations, state laws, and agency terms and conditions established by our sponsoring agencies. CGA sets up awards in Banner, verifies that Banner budgets match the awarded budget, and handles reviewing budget revisions to monitor if agency permission is required. CGA also provides guidance to departments regarding terms and conditions, as well as reviews, and approves allowable transactions. CGA handles invoicing along with interim non-technical reports. After awards have ended, CGA prepares final non-technical reports, obtains subaward

closeout documentation, reviews the award for compliance, and closes the award in Banner.

Unit responsibilities: Consult with your Department Administrator and/or Accountant concerning fiscal responsibility, as every department is unique. Ultimately, the PI is responsible for fiscal oversight.

## How long will it take for my contract to be reviewed and approved?

The contracts process involves the following: 1. Contract Receipt, 2. Contract Review, 3. Contract Negotiation, 4. and finally Contract Execution. In order to finalize the contract, the contract must be signed by the authorized signatory of each party. One party will sign and send a partially-executed copy to the other party for countersignature. Once all required signatures have been obtained, the contract is considered fully-executed. The contract will then be routed to OSP's Award Team. Timing depends on complexity and the volume of contract submissions. An OSP representative will be assigned to your contract and will keep you updated with progress. For inquiries contact OSP [ospcontracts@unm.edu](mailto:ospcontracts@unm.edu)

## Who can sign a contract? Can I sign it?

**Don't sign anything!** Only those authorized by the University (such as UNM OSP) have the authority to negotiate and sign contracts on behalf of the University.

## Can I backdate charges to a sponsored project after the award is set up?

Charges made to a sponsored project must fall within the funded period of performance.

## Who submits the financial reports on my sponsored projects?

UNM Contract and Grant Accounting submits financial reports on all sponsored projects.

## What is a fixed-price agreement and how is it managed differently from cost-reimbursable?

The most common types of funded contracts are cost-reimbursable contracts, which are based on an initial estimate of costs and paid as work is completed. Fixed-price contracts involve a single price for the stated scope of work, but can be invoiced at agreed upon intervals. Most of UNM's contracts are cost-reimbursable.

## How do I start spending money on my award? Who can I talk to about my award?

The OSP Awards Team will contact you to request an Award Budget Sheet (ABS) so the award can be processed and sent to UNM Contract and Grant Accounting for the set up in Banner and assignment of an index code.

Once the award has been set up in Banner, the PI and Research Administrator (identified in the SL record) will receive an email with the assigned index code and a copy of the award documentation. Financial questions about your award can be submitted to your Fiscal Monitor in the UNM CGA.

## As a PI, how often should I be reviewing my expenditures?

PIs should review expenditures monthly.

## When will my index be issued?

See details on the UNM CGA website for [Award Life Cycle, Start Up, Closeout and more](#).

## What is the process for award closeout (for RAs / PIs)?

UNM CGA has provided the following [Department Closeout Checklist with Notes](#)

## What records should departments retain and how long for the purpose of audits?

Records retention is a standard of 7 years. Refer to the terms and conditions of the award.

## Closeout process: When do closeouts happen?

Typically 60-90 days before the end of the award period. Some awards require earlier closeout. The entire process can take ~180 days. Use this link to the [Closeout Timeline on the UNM CGA website](#).

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## Eligibility & Letter of Academic Titles (LATs)

### What is an LAT?

A Letter of Academic Title may be issued to Individuals who are not employed by UNM but participate in UNM's teaching and/or research missions, e.g., as unpaid Instructors of Record or \*Principal Investigators/Project Directors or Co-PI/Co-PD, more information on who is eligible for LAT status can be found [here](#). Also see [UNM Eligibility for Principal Investigator Status \(Main Campus & Branches\) :: Office of Sponsored Projects | The University of New Mexico](#)

LAT holders external to UNM may not serve as sole Principal Investigators on proposals submitted through UNM. A UNM Co-PI, typically from the LAT-holder's department, is required on the proposal to ensure internal accountability and to fulfill the institutional obligations of funding agencies. This Co-PI does not need to have effort budgeted on the proposal. If the project already has a Co-PI from another department, no additional PI is needed. For more information visit the [Guidance for LAT Holders and National Lab Joint Appointees \(on UNM proposals\)](#).

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## Foreign Citizens and Activities

As a non-U.S. citizen with a proposal that has activities located only in the U.S., do I need to indicate that my project involves "foreign activities" for export control purposes?

No. The designation of "foreign activities" is not based on the citizenship of the individual researcher. Awards are made to the institution, not to individuals, and export control determinations are based on the nature and location of the research, collaborations, and other project elements — not the citizenship or residency status of the personnel involved.

### Can non-US citizens be included on a grant?

Yes. Non-U.S. citizens can be included on grants as key personnel, collaborators, or in other roles, unless specifically restricted by the sponsor's eligibility criteria or terms of the award. Inclusion should always follow institutional policies and any applicable sponsor guidelines.

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*End of FAQs*

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