








	OSP Action Type	Request System	Record Type	OSP Review Appt	Required Documents	Additional Resources
Proposal	Letter of Intent - Pre-proposal - White Paper NOTE: If a budget is required a PD record is required for this review and submission		QP	✓	Solicitation, Scope of Work (technical narrative)	OSP Proposal Review
	Solicited Proposal (or pre-proposal; LOI that requires a budget to be submitted as part of the proposal package)		PD	✓	Solicitation, Scope of Work (technical narrative), Budget spreadsheet, Budget Justification, any additional documents required by the sponsor guidance	OSP Proposal Review
	Task Orders under a Master Agreement		PD	✓	Statement of Work, Budget spreadsheet, Budget Justification, a reference to the Master Agreement, and additional documents or correspondence, as applicable	Defining the Opportunity & OSP Process
	Supplemental Requests Increase funding to award, Add new/revise Scope of Work (SOW): NOTE: sponsor will require documents to be returned to them		PD	✓	Correspondence from sponsor that allows the additional funding (should also include whether sponsor wants documents returned to them), Budget spreadsheet, Budget Justification, Scope of Work, as applicable	OSP Proposal Review
	Unsolicited Funded Contracts		PD	✓	Draft Agreement, Budget spreadsheet, Budget Justification, Statement of Work, additional documents or correspondence, as applicable	Defining the Opportunity & OSP Process
Pre-award Requests	Post-proposal Submission Modifications (includes JITs and sponsor requests)	Email the sponsor's request to the OSP Sponsored Project Officer who submitted the proposal or send to OSPappointment@unm.edu .	N/A	N/A	Instructions on the modification requested and any attachments received from the sponsor	
	Request to Spend Funds	Email the RTSF form to Awards@unm.edu	N/A	N/A	Completed <i>Request to Spend Funds form</i>	See RTSF form for general process information
Contract	Unfunded Agreement		QP	N/A	Draft agreement, additional documents, or correspondence, as applicable	OSP Contract Templates
Award Set Up & Management	New Award Set Up	Email new award to Awards@unm.edu , referencing the Institution Streamlyne IP #.	IP	N/A	Award documentation	
	Budget Revisions (<i>internal</i>)	Complete the Internal Budget Revision Request – Smartsheet Form and click submit to send form to CGA	N/A	N/A	Complete the IBR Request Smartsheet Form	
	Carry Forward Requests	Email the request to Awards@unm.edu	N/A	N/A	Justification for request, new budget, and available balance	
	Continuations & Supplemental Funds (when the sponsor does not require documents returned to them)	Email attachment of documentation from sponsor that approves the modification awarding continuation or supplemental funds to Awards@unm.edu .	N/A	N/A	Formal award document(s) from sponsor awarding the additional funds	
	Changes - includes PI, Administrative and Other (new reporting obligations)	Email attachment of documentation from sponsor that details the administrative changes to Awards@unm.edu .	N/A	N/A	Justification for request and if Key or Senior personnel changes, request must include biosketch/s or CV/s	
	De-obligation - includes ongoing awards and closeout	Email attachment of documentation from sponsor that details de-obligation to Awards@unm.edu .	N/A	N/A	Formal award documentation that comes directly from the sponsor or their portal, IBR Form (Internal Budget Review) <i>NOTE: IBR only required for ongoing award</i>	
	No Cost Extension (<i>requiring sponsor approval</i>)	Respond to <i>90-day Workflow</i> (closeout) (if applicable) - send email request to Awards@unm.edu	N/A	N/A	NSF requests should be initiated by PI in Research.gov All other sponsors: send request to awards@unm.edu	
	Stop Work Orders	Email attachment of documentation from sponsor that details the stop work order to Awards@unm.edu	N/A	N/A	Formal award documentation that comes directly from the sponsor or their portal	
	PI transfers	Email request to Awards@unm.edu	N/A	N/A	Relinquishment Form & Award Transfer Notice (ATN)	Transfer of Awards from UNM to Another Institution
Progress Reporting*	Reports requiring endorsement by signing Official or Authorized Organization Representative (AOR)**	Complete report in sponsor-specified portal and email to Awards@unm.edu at least 1 week prior to the deadline.	N/A	N/A	Completed report routed through the sponsor portal or provided in format that allows for signatures on the coversheet	
Miscellaneous†	Direct Government Appropriations & Gifts	Does not go through OSP.	N/A	N/A	Contact UNM Foundation, Government & Community Relations	
Subaward Administration	New Subaward <i>Sub-recipient/s documented on the original proposal</i>	As new awards are being set up, OSP will start the process of reviewing & issuing an agreement to the subrecipient/s. OSP will contact the PI and Dept if anything is needed to complete the process.	N/A	N/A	OSP will request a completed <i>3B Form</i> for each sub-recipient and, as applicable, an updated Budget, Budget Justification, and Scope of Work These need to be returned to the Award Staff Member in a timely fashion to initiate the setup of New Subawards.	
	New Subawardee (sub-recipient) <i>Not listed on original award</i>	 QP Type: <i>Subaward New & Mods</i>	QP	N/A	Budget spreadsheet, Budget Justification, Scope of Work, Letter of Commitment, and applicable rate agreement <i>OSP: Subaward Vs Vendor Determination. If a Subaward relationship is determined, OSP will also request Prior Approval from the sponsor.</i>	Subrecipient/Subaward vs. Consultant/Vendor
	Subaward Modification <i>Amendments that formally make changes to the original subaward agreement.</i>	Initiate a Subaward Request Form	N/A	N/A	Follow the prompts in the <i>Subaward Request Form</i> based on the type of modification you are requesting.	Subaward Request Form

LEGEND – STREAMLYNE (SL) PROPOSAL TEMPLATES
PD – Proposal Development: Select Main Menu > Pre-Award > Proposal Development > Create New | Select Template > All Proposals
QP – Quick Proposal: Select Main Menu > Pre-Award > Quick Proposal
IP – Institutional Proposal (submitted proposals): Access on SL dashboard, or search Main Menu > Pre-Award > Institutional Proposal

NOTES
* **Progress Report:** Periodic, scheduled reports required by the sponsor summarizing research progress to date (including technical, fiscal, and invention reports).
** **Authorized Organization Representative (AOR) or Signatory Authority (SO):** the individual authorized to sign on behalf of the proposing organization and is authorized to act on behalf of the applicant and to assume the obligations imposed by laws, regulations, requirements, and conditions that apply to grant applications or grant awards.
➤ For questions about sponsors or Action Types not described in this table, contact osp.unm.edu.



Award Modifications

