



HSC SPONSORED PROJECTS/ ELECTRONIC F&A SPLITS

# F&A Splits

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## F&A Splits have gone electronic through Click!

- No more searching for signatures and routing physical forms.
- Both HSC F&A Splits and Main Campus F&A Splits are done through Click.

## What kind of split do I need?

- Do you have Main Campus personnel or other Main Campus expenses? If so, you'll need a Main Campus/HSC Split
- Are you collaborating with personnel from other schools, (IE, School of Medicine, College of Pharmacy, College of Nursing, College of Population Health)? Will part of your award dollars be going to another HSC School? If the answer to either of those questions is yes, you'll need an Internal HSC Split
- And yes, you'll need a split even if the F&A rate is 0%!

*But good news- with the electronic F&A Splits, you only have to fill out one form with all your split info!*

# F&A Splits

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- In order to request an F&A Split (either Main Campus or HSC only), you must have an open record (FP#) in Click.
- Your Click record **must** have a completed budget.

# F&A Requests

Click F&A Splits

Choose the "Request F&A Split" Activity from your workspace

### Current State

Draft

Edit Funding Submission

Printer Version

View Differences

View Smartform Progress

### My Activities

- Administration
- SPO Administration
- Copy as a NEW Proposal
- Submit For Department Review
- Request FA Split**

Project Information    Review Status    SPO Additional Documents    SPO Confidential

### PROPOSAL INFORMATION

PD/PI: Steven McLaughlin

Submitting Department/Division: Emergency Medicine Department

Specialist: Marisa Sanchez

Sponsors: Taos Ski Valley Foundation

SF-424:

Banner Fund #:

Sponsor Award #: FP4401/McLaughlin

### BUDGET TOTALS

Starting Date: 2/23/2018

Number of Periods: 3

Current Period: 1

Total Direct: \$250,000

Total Indirect: \$0

Total: \$250,000

### SPO Proposal Comments

### RTSF Information

Current RTSF

Date Created	Submitted	Funds Amount	Funds Start Date	Funds End Date	PI Approved	Department Chair W
					<input type="checkbox"/>	<input type="checkbox"/>

## F&A Split

This activity will initiate an F&A split and forward it to SPO for approval

Please enter the appropriate info below and click "OK" after reading the disclaimer.

Principal Investigator: Steven McLaughlin  
Primary Sponsor: Taos Ski Valley Foundation  
FP Number: FP00006151  
Project Title: Click F&A Splits

\* Start Date:  

\* End Date:  

### Enter your Start & End Date

We highly recommend you use the entire project period.  
Remember, an F&A Split is good for the entire grant cycle, or until a new Split form is approved.

#### \* HSC Budget Details:

+ Add

There are no items to display

#### Main Campus Budget Details:

+ Add

There are no items to display

#### \* Schools:

+ Add

School	Amount (Direct Costs)	Percentage
There are no items to display		

School total: \$0.00  
Budget total: \$250,000.00  
Remaining: \$250,000.00

A pop-up window will appear for you to enter all of your F&A Split info.

You will enter information for ALL splits in this screen- both HSC & Main Campus.

**Request FA Split**

## F&A Split

This activity will initiate an F&A split and forward it to SPO for approval

Please enter the appropriate info below and click "OK" after reading the disclaimer.

Principal Investigator: Steven McLaughlin  
 Primary Sponsor: Taos Ski Valley Foundation  
 FP Number: FP00006151  
 Project Title: Click F&A Splits

\* Start Date:

\* End Date:

\* HSC Budget Details:

There are no items to display

Main Campus Budget Details:

There are no items to display

\* Schools:

School	Amount (Direct Costs)	Percentage
There are no items to display		

School total: \$0.00  
 Budget total: \$250,000.00  
 Remaining: \$250,000.00

**Remember: Your justification must make it clear how the direct costs categories are going to be distributed between each school/campus**

**Upload your budget breakout & justification (HSC is required, and Main Campus is required if appropriate)**

## F&A Split

This activity will initiate an F&A split and forward it to SPO for approval

Please enter the appropriate info below and click "OK" after reading the disclaimer.

Principal Investigator: Steven McLaughlin  
Primary Sponsor: Taos Ski Valley Foundation  
FP Number: FP00006151  
Project Title: Click F&A Splits

\* Start Date:  

\* End Date:  

### \* HSC Budget Details:

[+ Add](#)

<a href="#">Upload Revision</a>	College of Nursing Budget	0.01	<a href="#">×</a>
<a href="#">Upload Revision</a>	School of Medicine Budget	0.01	<a href="#">×</a>

### Main Campus Budget Details:

[+ Add](#)

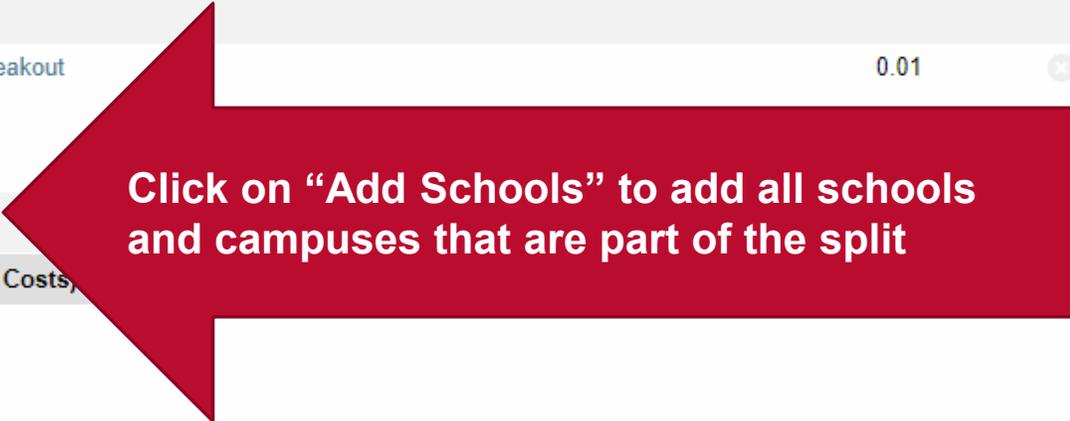
<a href="#">Upload Revision</a>	Main Campus Budget Breakout	0.01	<a href="#">×</a>
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### \* Schools:

[+ Add](#)

School	Amount (Direct Costs)
There are no items to display	

School total: \$0.00  
Budget total: \$250,000.00  
Remaining: \$250,000.00

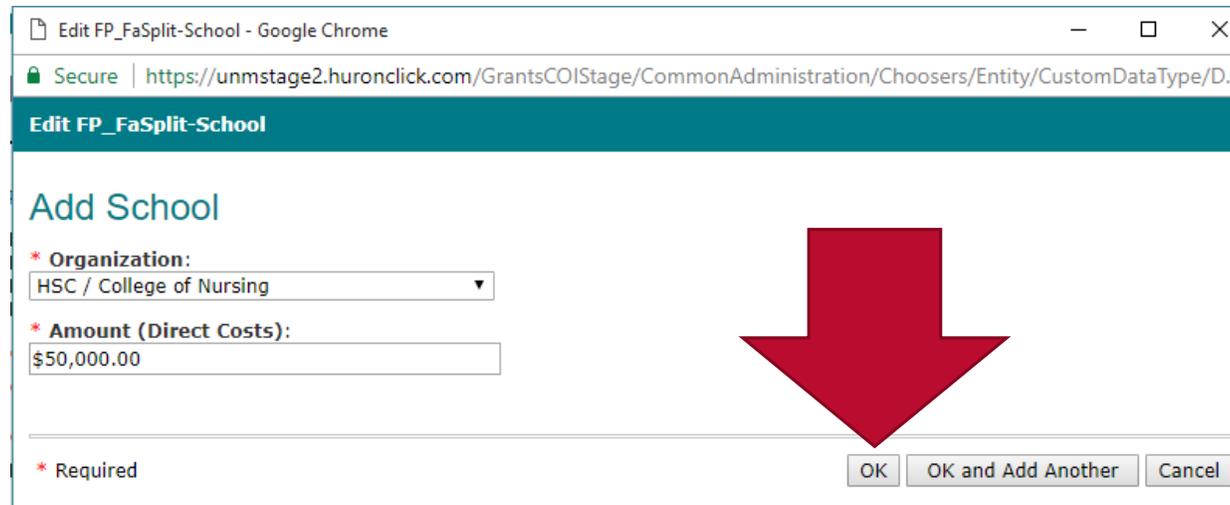


Click on "Add Schools" to add all schools and campuses that are part of the split

# F&A Splits

Select the appropriate school or campus from the dropdown, then enter the amount of direct costs that organization will be receiving.

- NOTE: This must match what is listed in your uploaded budget justification(s).



The screenshot shows a web browser window with the title 'Edit FP\_FaSplit-School - Google Chrome'. The address bar shows a secure connection to 'https://unmstage2.huronclick.com/GrantsCOIStage/CommonAdministration/Choosers/Entity/CustomDataType/D...'. The page content includes a teal header with the text 'Edit FP\_FaSplit-School'. Below the header is a section titled 'Add School'. This section contains two required fields: '\* Organization:' with a dropdown menu currently showing 'HSC / College of Nursing', and '\* Amount (Direct Costs):' with a text input field containing '\$50,000.00'. At the bottom left of the form, there is a legend indicating '\* Required'. At the bottom right, there are three buttons: 'OK', 'OK and Add Another', and 'Cancel'. A large red arrow is superimposed on the image, pointing downwards towards the 'Amount (Direct Costs)' input field.

# F&A Split Budget Numbers

- The system will calculate your percentages based on the breakout you've entered and what's on your Smartform budget screen.
- Once you've entered your information for all schools/campuses, you're ready to submit!

\* Schools:

+ Add

School	Amount (Direct Costs)	Percentage
<input type="checkbox"/> Update HSC / College of Nursing	\$50,000.00	20
<input type="checkbox"/> Update Main Campus	\$25,000.00	10

School total: \$75,000.00  
Budget total: \$250,000.00  
Remaining: \$175,000.00

**Must match \$'s in budget (direct costs)**

Disclaimers:

1. We, the undersigned, do hereby agree to the use to the percentages stated below for the purposes of calculating the base for F&A cost allocation upon award. This agreement is good for 1 grant cycle, or until a new request is submitted.
2. This form allocated the percentage split between HSC School/College & HSC Campus. The normal distribution to the VP for Research Main or Chancellor for Health Sciences will still apply

OK Cancel

# F&A Split Approvals

Your F&A Split request will be routed for approvals.

- You will receive an email if any changes are requested, or any clarifying information is required; otherwise, you will receive a notification when your request is approved.

You can check the status of your request by going to the “Review Status” tab on the main page of your FP:

The screenshot shows the 'Smartforms Revision Test' interface. At the top right, there are two buttons: 'FP00004921' and 'Funding Submission'. Below these is a navigation bar with several tabs: 'Project Information', 'Review Status' (which is circled in red), 'SPO Additional Documents', 'SPO Confidential', and 'COI Status'. On the left side, there is a 'Current State' section with a 'Draft' button. Below the navigation bar, the 'F&A Splits' section is visible, with a sub-section for 'Current F&A Split'. This section contains a table with the following columns: 'Is Submitted', 'Is SPO Approved', 'Is Main Campus Approved', 'Is Vice Chancellor Approved', 'Is Approved by All', 'Start Date', and 'End Date'. Each of the first five columns has a checkbox below it, which is currently unchecked.

Is Submitted	Is SPO Approved	Is Main Campus Approved	Is Vice Chancellor Approved	Is Approved by All	Start Date	End Date
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		