SPECTRUM Resources

Sponsored Projects Educational Curriculum and Training for the University of Minnesota (SPECTRUM).

- A large portion of the University of Minnesota’s activities are engaged in direct support of the research portion of the University’s mission and goal of making the University one of the top research universities in the world.
- The offices of Sponsored Projects Administration (SPA), Sponsored Financial Reporting (SFR), and Training Services have partnered to develop a curriculum for Departmental Research Administrators (DRAs) to support their day to day activities.
- SPECTRUM provides training and information to ensure all staff have the tools and resources to ensure that sponsored activity is adequately managed and accounted for.

FIRST POINT OF CONTACT

Sponsored Projects Administration

- SPA is the University of Minnesota system-wide office authorized to submit research proposals and receive awards from external sources on behalf of the Board of Regents of the University of Minnesota.
  612-624-5599  controller@umn.edu  www.ospa.umn.edu/directory.html

UNIVERSITY DEPARTMENTS

EFS Customer Support (Help Desk)

  612-624-1617  controller@umn.edu  www.finsys.umn.edu/helpline.html

Electronic Grants Management System (EGMS)

  612-624-1600 (Business Helpline)  612-624-1033 (Technical Helpline)  www.egms.umn.edu

Related Course: EGMS

Environmental Health & Safety, Dept. of

- Ensures the safety of the University of Minnesota community.
- Works with community members to prevent accidents, report unsafe conditions and protect the environment.
- Provides oversight of hazardous materials and waste, infectious waste, and radiation protection.
  612-626-6002  www.dehs.umn.edu
SPECTRUM Resources

Information Technology, Office of

- Manages the central and collegiate system-wide IT enterprise.
- Has a wide variety of resources, including Access Request Forms.

612-301-4357 (1-HELP)  www.oit.umn.edu/index.php

Institutional Compliance, Office of

- Serve, safeguard, and promote ethical practices of the University of Minnesota.
- Programs:
  - Code of Conduct
  - Conflict of Interest (612-626-4727)
  - Administrative Policy (612-624-8081)
  - Delegations of Authority (deleg@umn.edu)

www.compliance.umn.edu/index.htm

OHR Contact Center (Help Desk)

- Assists University of Minnesota staff, faculty, student employees, and HR professionals’ with human resources/payroll questions and needs.

612-624-UOHR (8647)  800-756-2363  umn.edu/ohr

Purchasing Services

- Provides management oversight and facilitation of all University purchasing processes.
- Includes:
  - Travel Services (travel.umn.edu)
  - Corporate Travel Card (travel.umn.edu/corporate.php)
  - Procurement Card (PCard)
  - U Market Services (612-624-4878; umarket.umn.edu)
  - U-Wide Contracts (uwidecontracts.umn.edu)

612-624-2828  purchasing.umn.edu

Related Procurement Courses for Grants Management:

- CPS Change Orders & Amendments
- Create Requisitions
- Management Level Purchasing
- PCard Approvals
- PCard Cardholder: Using the U PCard
- PCard Reconciliation
- Procurement Process Analysis
- Procurement Specialist
- Purchasing Goods and Services at the U
- Receiving Purchases
- Reconciliation and Fiscal Responsibility
- Requisition Approvals
SPECTRUM Resources

Records and Information Management

- Guidelines for email, smart phones, privacy in the workplace, record retention schedules, etc.
  612-625-3497 recordsmgmt.umn.edu

Research Education & Oversight (was Oversight, Analysis, & Reporting)

- Facilitates and promotes efficient oversight and risk mitigation.
- Holds required workshops for informing about and advancing responsible conduct in research.
  612-625-9057 www.research.umn.edu/reo

Research Subjects Protection Program

- Institutional Animal Care & Use Committee (IACUC)
- Institutional Review Board (IRB)
  612-626-5654 www.research.umn.edu/subjects

Risk Management and Insurance, Office of

- Advises the University community regarding the risks naturally encountered in the course of Research, Teaching, and Outreach.
  612-625-0062 www.finsys.umn.edu/riskmgmt/riskmgmt.html

Sponsored Financial Reporting

- Submits financial reports and invoices to sponsors to fulfill award requirements.
- Receives all revenue on behalf of the University for sponsored grants and contracts.
- Coordinates financial audits, and provides information for the University's annual reports and financial statements.
  612-624-4313 www.finsys.umn.edu/sfr/sfrhome.html

Sponsored Projects Administration

- Assists faculty in submitting proposals and getting grants.
- Accepts awards on behalf of the Board of Regents.
- Mediates the grants process.
  612-624-5599 www.ospa.umn.edu
SPECTRUM Resources

Effort Certification Unit
612-624-8044 effort@ospa.umn.edu www.ospa.umn.edu/effort
Effort Certification and Reporting Tool
https://ecrt-prd.eresearch.umn.edu/ecrt/initWelcome.action
Related Courses:
• Effort Certification
• Effort Certification for Certifiers

Training Services
• Offers programs and services designed to build job skills and enhance professional development
• Includes course material, including:
  • Course Reference Materials
  • Course Job Aids
  • HRMS Worksheets
  612-626-1373 www.umn.edu/ohr/trainingservices

U Market Services
• The University’s supply purchasing website.
• Includes additional suppliers not previously hosted in the U Store interface.
  612-624-4878 www.umarket.umn.edu

University of Minnesota Foundation
• Advances the University’s mission of teaching, research, and outreach to the community by raising and managing private dollars for scholarships, world-class faculty, leading-edge research, new facilities, and academic programs on all five campuses of the University of Minnesota.
  612-624-4878 www.giving.umn.edu/foundation

Vice President for Research, Office of the
• Supports and guides University of Minnesota faculty in their research efforts.
• Reviews applications for funding, manages grant awards, oversees regulations that govern research, and evaluates the commercial potential of discoveries.
  612-625-3394 www.research.umn.edu
SPECTRUM Resources

UNIVERSITY SYSTEM CAMPUS INFORMATION

Duluth System Campus (Sponsored Projects Administration Office)
  • Assists UMD faculty in submitting proposals and grants management.
    218-726-7582    www.d.umn.edu/spa

Morris Campus (Grants Development Office)
  • Responsible for proposal submission and award management for sponsored research, scholarship, and teaching.
    320-589-6465    www.morris.umn.edu/grants

HELPFUL LINKS

EthicsPoint
  • Provides an anonymous way to report activities that may be violations of the University’s policies or other laws, rules, and regulations.
    866-294-8680    www.ureport.umn.edu

Fastlane (National Science Foundation)
  • An interactive real-time system used to conduct NSF business over the Internet. FastLane is for official NSF use only.
    800-673-6188    www.fastlane.nsf.gov

Guide to Research Compliance
  • Resource to help manage compliance issues that arise during a research project.
    www.research.umn.edu/complianceguide

Institutional Biosafety Committee (IBC)
  • Approves practices and procedures to help prevent biosafety hazards that could affect the community.
  • Reviews all research and teaching activities involving potentially hazardous biological agents.
    612-626-2161    www.research.umn.edu/ibc
SPECTRUM Resources

Sponsored Projects Roles and Responsibilities

- Delegated by the Regents for helping with submitting proposals, executing and administering awards, and many more financial duties.
  
  research.umn.edu/regulations/sproles.html

UM Reports

- Securely manages any sensitive information about anyone associated with the University.
- Contains templates for reports that a range of faculty and staff use at the University.
  
  www.umreports.umn.edu

U-Wide Libraries

- Contains every official administrative document that the University community would need about policies and procedures.
- Includes selections from the:
  - Delegations Library
  - Forms Library
  - Policy Library
  - Standard Contracts Library

612-624-8081  www.policy.umn.edu