

## Add Funding Source

**Important:** The Principal Investigator (PI) of the grant or subcontract must log into the system to add his or her grant(s) and/or contract(s) to the protocol. It is not possible to delegate this task. The PI of the grant must also be listed on protocol in one of the following roles: Principal Investigator, Laboratory Contact or Alternate Lab Contact. However, training grants can be added by anyone listed on the protocol in one of the aforementioned roles and this person need not be the PI of the grant.

1) Click on **Funding Source** in the blue side panel menu.

The screenshot shows a web browser window with the URL `tionform/FORM_PERSONNELINFO.do`. The page title is "IACUC - Research" and the Protocol ID is "14-07-3748 (EMP-FACULTY TEST)". The Protocol Title field contains "Type your study title here...". The page has a blue header with "Save | Spell Check | Help | Close" and "Previous | Next" buttons. A blue side panel menu on the left contains the following items: Personnel Information, Species, Are You Using?, **Funding Sources** (highlighted with a red arrow), Protocol Information, Certifications, Check For Completeness, Submit Form, Print View, Event History, and Email History. The main content area is titled "Funding Checklist" and contains the following text: "If the research is not funded, check the 'Not Funded' box below. If the research is funded, add the funding source to the appropriate table below." Below this is a note: "NOTE: Only the Principal Investigator (PI) of the grant or subcontract can add his or her own SPO Funding information in this section. The PI of the grant or subcontract must also be listed in the Personnel Information section of the protocol in one of the following roles: Principal Investigator or Faculty Sponsor, Student or Postdoctoral Investigator, Co-Principal Investigator, Administrative Contact, or Other Contact. Training Grants can be added by a by-step instructions,". There are two sections: "SPO - Funding" and "Funding - Other". Each section has a "Please click on Add to add SPO - Funding" or "Please click on Add to add Funding - Other" message and an "Add | Delete" button. A callout box with an orange background contains the text "Select Not Funded, or Add SPO and/or Other Funding." and has red arrows pointing to the "Not Funded" checkbox and the "Add" buttons for both sections.

- 2) If the research is not funded, check the **Not Funded** box.
- 3) If the research is funded, select click on the **Add** button by the **SPO – Funding** and/or **Funding – Other** tab.
- 4) In the **SPO – Funding** pop-up, click on **Find Funding** or **Find Training Grant**.

Note: Click on the Find Funding button or the Find training Grant button to select a funding source for this protocol (it is not possible to type into the fields below).

SPO - Funding		Find Funding	Find Training Grant	Save	Cancel
SPO ID *					
Sponsor Award ID					
Sponsor					
Prime Sponsor					
Funding Status					
Principal Investigator (PI)					
Co-Investigator(s)					
Administrative Unit					
Project Title					
Amount					
Start Date					
End Date					
Subcontracts					

Select either **Find Funding** or **Find Training Grant**.

- 5) Another pop-up will appear with a list of **your** grants and contracts or training grants. Click on the **radio button** to choose the appropriate funding source and then click on **Save**.

Sponsors				Save	Cancel
SPO Proposal#	Sponsor Award#	Primary Sponsor	Grant/Contract Title if different from Protocol Title		
<input type="radio"/> 023847-002	2007-009	John S and James	Knight New Media Multimedia Training Program		
<input checked="" type="radio"/> 018380-002	T32 GM066698-01	Institute of General Medical Sciences	UCB Chemistry-Biology Interface Training Program		
			Molecular Mechanism of DNA		

Select the Grant/Contract and Save.

- 6) Once the funding information populates the fields in the **SPO-Funding** popup, click on **Save**.

See screen shot next page

Note: Click on the Find Funding button or the Find training Grant button to select a funding source for this protocol (it is not possible to type into the fields below).

**SPO - Funding**   Find Funding   Find Training Grant   Save   Cancel

SPO ID *	018380-002
Sponsor Award ID	T32 GM066698-01
Sponsor	NIH National Institute of General Medical Sciences
Prime Sponsor	
Funding Status	
Principal Investigator (PI)	
Co-Investigator(s)	
Administrative Unit	Chemistry Department
Project Title	UCB Chemistry-Biology Interface Training Program
Amount	\$1,177,874
Start Date	7/1/2004
End Date	6/30/2009
Subcontracts	

**Save the funding information.**

- 7) The grant (or subcontract) will appear in the **SPO – Funding** table. Save this screen by clicking on **Save** or **Next** before closing the protocol or moving onto another section of the protocol.

IACUC - Research   Protocol ID: 14-07-3748 (EMP-FACULTY TEST)  
 Protocol Title: Type your study title here...   Save | Spell Check | Help | Close

Click either **Save** or **Next** to save the information.

Click the **Funding Type** link to view fund details. To delete, select the box next to the grant and click **Delete**.

**Funding Checklist**

If the research is not funded, check the "Not Funded" box below.  
 If the research is funded, add the funding source to the appropriate table below.

NOTE: Only the Principal Investigator, Co-Investigator, Student or Postdoctoral Fellow, or Faculty Sponsor, or Other Contact, can add funding sources. For more information, see the Personnel Information section of the IACUC website. For step-by-step instructions, click on the "Add Funding" link.

Not Funded

SPO - Funding			Add	Delete
SPO ID	Sponsor	Sponsor Award ID	Project Title	
<input type="checkbox"/> 018380-002	NIH National Institute of General Medical Sciences	T32 GM066698-01	UCB Chemistry-Biology Interface Training Program	

**Funding - Other**   Add   Delete

Please click on Add to add Funding - Other

- 8) To view funding details, click on the **Funding Type** link.
- 9) To delete the grant, select the grant using the **checkbox** and click on **Delete**.
- 10) To add another grant, repeat steps 3 through 6.