All IACUC, IBC, and IRB protocol applications must indicate the source(s) and type(s) of funding that will be used to fund their project. This job aid provides additional information about each category of funding and how to complete the Funding page.

There are four broad categories of responses. You may select as many options as are applicable to your research. You must select at least one option.

**NO FUNDING (1)**

If funding is not associated with your protocol and no applications for funding have been or will be requested, select the “No Funding” option. You will be asked to provide a brief explanation of how the work will be conducted without funding. Once you select “No Funding,” all other selections on the Funding page will be disabled.

**Key Considerations:**

- If funding is expected through future proposals, select “Sponsored Projects Funding” and choose the third option “Funding expected to come from future proposals intended to be submitted to Sponsor” (see “2. Sponsored Project Funding” section below).

- If funding is received after protocol approval, submit a protocol amendment to reflect the new funds. For information on how to submit an amendment, refer to the “Amend Protocol” job aid available on the OVPR eProtocol website.
If your project is funded, or if you anticipate it will be, you must indicate the sources and types of funding. The funding options available from the initial funding screen are:

- Sponsored Projects Funding
- Internal University of Minnesota Funding
- Fund Source Outside the University

You may select as many options as are applicable to your project. Each option requires you to provide some additional details as described in the job aid. Select “Add” in the appropriate section to complete the additional questions.

**SPONSORED PROJECT FUNDING (2)**

Select “Sponsored Project Funding” if you have applied for, intend to apply for, or have received an award for your other sponsored project. You need not have submitted the funding application to select this option. Clicking “Add” will launch the pop-up window below.

You may select all applicable options then click “Next” at the bottom left of the pop-up window.

a. **Existing Proposal(s)**
   Selecting this option will allow you to search for and connect the funding proposal with this protocol application. You may search by a PI associated with this protocol and/or by PIs listed in proposals or awarded funding and/or even by the Con#.

b. **Existing Sponsored Project Award(s)**
   Selecting this option will allow you to search for and connect the award associated with this protocol. You may search by a PI associated with this protocol and/or by PIs listed in the awarded funding and/or even by the Con#.
c. Funding expected to come from future Proposal(s) intended to be submitted to Sponsor
Select this option if you plan to apply for funding but have not yet submitted the proposal. Indicate if the potential funding sources is Federal and/or Non-federal. Once your funding proposal is submitted, update your protocol application to link the proposal to the protocol. See the “Amend Protocol” job aid for more details about how to update information on submitted or approved protocols.

Searching and Linking Existing Proposals and Awards
Selecting “Existing Proposal(s)” and/or “Existing Sponsored Project Award(s)” options will allow you to search for and connect your protocol to proposal(s) you have previously submitted or awards already established in the University financial system (EFS). The pop-up window shown below indicates the search options available.

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<table>
<thead>
<tr>
<th>Required information</th>
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<tr>
<td>SPONSORED PROJECTS FUNDING</td>
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<tr>
<td>Please select the appropriate search criteria:</td>
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<tr>
<td>□ Search for all active awards and all new/renewal proposals submitted in the last 12 months for the e-Protocol Principal Investigator</td>
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<tr>
<td>□ Search for Proposal(s)/Sponsored Project Award(s) awarded to another Principal Investigator</td>
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<tr>
<td>□ Search for Proposal(s)/Sponsored Project Award(s)</td>
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<tr>
<td>Search</td>
</tr>
</tbody>
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i. Select the first box if the PI on the protocol application is also the PI for one or more of the funding proposal(s)/award(s).

ii. Select the second box if the PI on the funding proposal(s)/award(s) is not the PI on the protocol application. Use the binocular look up tool to add the name of the PI.

iii. Select the third box to search by the Con# of the funding proposal/award.

You may select multiple search options. After entering the search criteria (funding PI name and/or Con#), click “Search” to view results. From the list of funding proposals or awards, select the check next to the proposals and awards you would like to link to the protocol application. You may select as many as applicable.

IMPORTANT NOTE: If you have submitted a proposal or received an award that you do not see displayed in the search results, scroll to the bottom of the screen and select “My funding is Not listed in the search above or I am not sure of my funding source.” Checking this box will allow you to enter any information you have about the proposal or award in text box below.
Note: Prior to the launch of eProtocol, the primary method to link funding proposals and awards to compliance committee application was through title matches. eProtocol only allows one title per protocol. The linking process described above replaces the need for multiple titles on IACUC and IBC applications. Failure to link all applicable proposals and awards may delay set up of your sponsored project award.

After you have checked all the boxes next to the proposals and awards linked to the application, scroll to the bottom of the page and click “Save”. This will launch the pop-up window below.

When you link funding proposal/awards with an eProtocol submission, you are communicating to SPA that they may rely upon the link and subsequent approval to release funds. If you are unsure the link is correct, select the “My Funding is Not listed” option.

INTERNAL UNIVERSITY OF MINNESOTA FUNDING (3)

Use this option if your project is funded by an internal University source. Click “Add” to view the internal funding types. See the pop-up window below.
Select the appropriate type of internal funding for your protocol and click “Save.” If you have multiple sources of internal funding, for instance, departmental funds and an internal grant, select only one source, then click “Save” and repeat the process to add the other source of internal funding.

**FUND SOURCE OUTSIDE OF THE UNIVERSITY (4)**

Select this option if funding for the research is **entirely managed** by an external entity. For example, you are from an outside institution using labs on campus, or you have funding externally but need committee approval to conduct your project. Clicking “Add” for this option will launch the pop-up window below.

### University-Affiliated Institution is performing the work
Select this option if funding related to the project is provided to, maintained, and managed by a University affiliated clinic, hospital, or other institution. You must indicate if the original source of funding is the federal government, business and industry, or some other source. Fairview Health Services and Gillette Children’s Specialty Healthcare are University of Minnesota affiliated institutions.

### External Collaborator is performing the work
Select this option if funding for the project is provided to, maintained, and managed by a clinic, hospital, or other institution that is not affiliated with the University of Minnesota. If you select this option, you must indicate if the original source of funding is provided by the federal government, business and industry, or some other source.

Examples of when this selection would be appropriate:

- University clinical adjunct faculty member applies to the U of M IRB for his/her project, but the work will all be performed at a non-University location and the contract for the clinical trial is between the PI’s practice group and a business and industry sponsor.

- An individual or entity unaffiliated with the University of Minnesota contracts for research support services including University of Minnesota compliance committee review.
Consult with the compliance committee to which you will submit your application to determine if the research is eligible for or required to be reviewed by the University of Minnesota.

**FUNDING PAGE COMPLETED**

Once you have completed the appropriate section(s) of funding for your protocol application, click “Next” at the top or bottom of the Funding page to save and navigate to the next section of the application.

**WHEN FUNDING SOURCES CHANGE AFTER INITIAL APPROVAL**

After your protocol application is submitted and approved, you can update the funding information by initiating a protocol amendment. Follow the same steps above to update funding information. See the “Amend a Protocol” job aid for more detail about the amendment process.

**QUESTIONS?**

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<thead>
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