

SOONERTRACK

The OUHSC World of Grants & Contracts Workshop

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What is SoonerTrack?

SoonerTrack is an enterprise system designed to facilitate the electronic routing and management of Agreements and Grant Proposals.

The SoonerTrack system is utilized by the following offices:

Office of Research Administration

Office of Admissions and Records

College of Medicine Graduate Medical Education Office

To begin the routing of an Agreement, please go to:
<https://soonertrackagreements.ouhsc.edu/Agreements/>

Agreement types include the following:

Residency Agreement (College of Medicine, Graduate Medical Office)
Academic/Clinical Affiliation Agreement (Office of Admissions & Records)
Clinical Trial Agreement
Research Agreement
Confidential Disclosure Agreement
Data Use Agreement
Material Transfer Agreement
Fee for Service
Subcontracts
Independent Contractor Agreement
Non-COM Affiliation Agreement
Other Service
Professional Service
Non-OU Physicians Provider Agreement
Speaking Agreement (greater than \$10,000)
Account Extension
ECAV

To begin routing a Grant, please go to:
<https://soonertrackgrants.ouhsc.edu/Grants/>

SoonerTrack Links

Grants Module: <https://soonertrackgrants.ouhsc.edu/Grants>

Agreements Module: <https://soonertrackagreements.ouhsc.edu/Agreements>

Test Environment: <https://mpclkouhscstage.huronclick.com/Agreements/>

Please contact me at the SoonerTrack helpdesk soonertrackhelpdesk@ouhsc.edu if you would like to obtain access to the test environment

Helpful Tips

Many routing forms require approvals from not only the PI but also the Department approver and the Dean. Your routing form will not be received by the appropriate processing office until these approvals are complete. Please insure that you have allowed ample time for all of the approvals to take place.

The current state or status of your routing form is reflected in the workflow diagram graphic at the top of a record entry. The state or status is also displayed in text in the yellow box in the upper-left quadrant of the record. (e.g. Pre-Submission, Department Review, Dean Review, Received, etc.)

SoonerTrack Grants

Home | Agreements | **Grants** | Awards | Site Administration | Settings

Root > Grants > Oklahoma Center for Microbial Pathogenesis and Immunity

GRF00002616: Oklahoma Center for Microbial Pathogenesis and Immunity

Department Review

Created By: Elizabeth Charles
Created On: 12/6/2018 4:03 PM
Start Date: 12/1/2019
End Date: 11/30/2024
Principal Investigator: Jimmy Ballard
Owner:
Contract Administrator:
Modified On: 1/9/2019 1:21 AM

Principal Investigator: Jimmy Ballard
Fellow:
Departments: Microbiology & Immunology
Owner:
Contract Administrator:
Direct Sponsor: National Institutes of Health
Originating Sponsor:

Compliance Information:
Human Subjects: Yes
IACUC: Yes
IBC: No

Deadline Date: 1/24/2018
Starting Date: 12/1/2019
End Date: 11/30/2024
Total Direct: \$7,500,000
Total Indirect: \$3,375,000
Total: \$10,875,000

Proposal ID:
C Number:
Sponsor Award ID:

Edit Routing Form
Printer Version
View Differences
View SmartForm Progress

Team Disclosure Status

There are no Ancillary Reviews to show at this time.

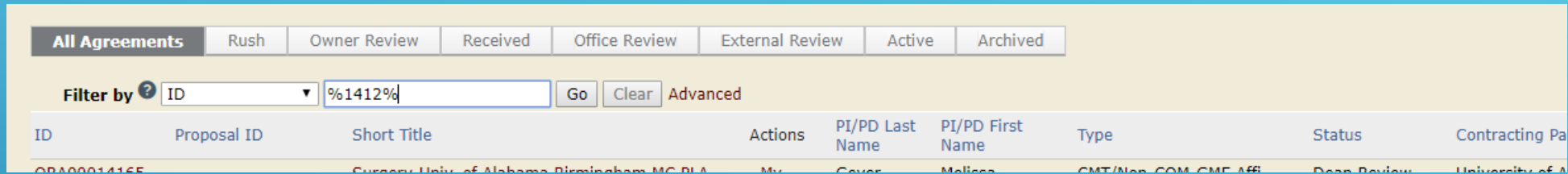
```
graph LR
    A[Pre-Submission] --> B[Dept/Dean Review]
    B --> C[Faculty Review]
    C --> D[Internal Review]
    D --> E[Sponsor Review]
    E --> F[Awarded]
    F --> G[Archived]
    B --> B1[Clarification Requested]
    B1 --> B
    C --> C1[Clarification Requested]
    C1 --> C
    D --> D1[Clarifications Requested]
    D1 --> D
    D --> D2[Ancillary Review]
    D2 --> D
```

Using Wildcards

Use wildcard (%) in search boxes to narrow down the search

%1234%

%Tomase%

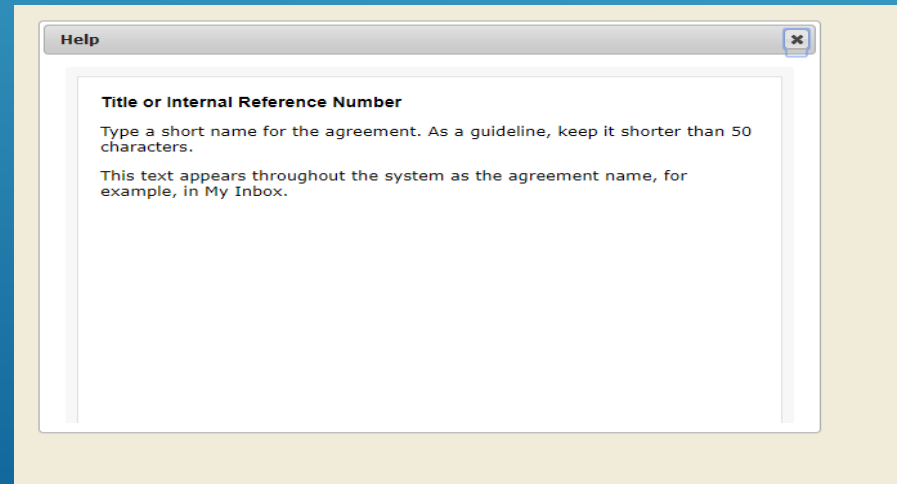


The screenshot shows a search interface with several tabs: "All Agreements", "Rush", "Owner Review", "Received", "Office Review", "External Review", "Active", and "Archived". Below the tabs is a "Filter by" dropdown menu set to "ID", with a search input field containing "%1412%". There are "Go" and "Clear" buttons, and a link to "Advanced" search. Below the search bar is a table with the following columns: ID, Proposal ID, Short Title, Actions, PI/PD Last Name, PI/PD First Name, Type, Status, and Contracting Pa. The first row of data shows: ID: OBA00014155, Proposal ID: , Short Title: Surgery Univ. of Alabama Birmingham MC PLA, Actions: My, PI/PD Last Name: Cover, PI/PD First Name: Melissa, Type: CMT/Non-COM CME Aff, Status: Deep Review, Contracting Pa: University of A

Help Bubbles

When you click on a “Blue Help Bubble” in SoonerTrack, a window opens that provides additional detailed information that will help you determine what the question is asking of you.

2. * Project Short Title: ?



The screenshot shows a "Help" window with a close button in the top right corner. The window contains the following text:

Title or Internal Reference Number
Type a short name for the agreement. As a guideline, keep it shorter than 50 characters.
This text appears throughout the system as the agreement name, for example, in My Inbox.

How to Send an Email to a Ticket in SoonerTrack

Depending on the type of proposal type send to either SoonerTrack Grants or SoonerTrack Agreements:

soonertrackagreements@ouhsc.edu

soonertrackgrants@ouhsc.edu

Delete FW if in the subject line

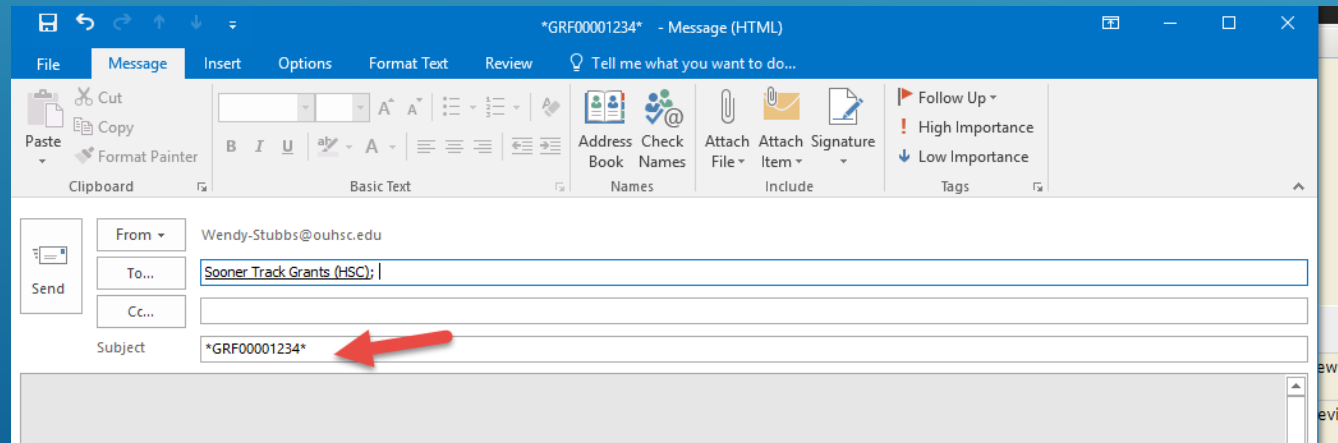
Put asterisks before and after the ORA, DR, RSRCH, or GRF number.

Put dashes before and after the proposal ID

Example:

ORA00002436

-20170074-



How to Filter

All Grants | Owner Review | Received | Office Review | Sponsor Review | Awarded | Archived

Filter by [?] ID Basic

and ID

and ID

ID	Title	Actions	Proposal ID	PI/PD Last Name	PI/PD First Name	Status	Direct Sponsor	Originating Sponsor	Start Date	End Date	Owner	Date Modified
GRF00002616	Oklahoma Center for Microbial Pathogenesis and Immunity	My Activities▼		Ballard	Jimmy	Department Review	National Institutes of Health		12/1/2019	11/30/2024		1/9/2019 1:21 AM
GRF00002651	Leica M205-FCA Thunder Shared Instrument Grant	My Activities▼		Humphrey	Mary	Ready For Submission	Okla Center for Adult Stem Cell Research		2/1/2019	1/31/2020		1/8/2019 10:00 PM
GRF00002654	Identifying the mechanistic factors associated with brain aneurysm growth, remodeling and rupture	My Activities▼		Bohnstedt	Bradley	Ready For Submission	American Heart Assn, National Office		7/1/2019	6/30/2021		1/8/2019 10:00 PM
GRF00002646	Genetic and environmental risk factors for pediatric acute myeloid leukemia	My Activities▼		Janitz	Amanda	Department Review	University of Minnesota	National Institutes of Health	9/1/2019	8/31/2024		1/8/2019 10:00 PM
GRF00002653	Lateral septal synaptic circuitry in anxiety-related behavior	My Activities▼		Ahmad	Mohiuddin	Pre-Submission	National Institute of Mental Health		1/2/2020	1/1/2025		1/8/2019 5:16 PM
GRF00001543	Smartphone Based Smoking Cessation Intervention for Socioeconomically Disadvantaged Adults	My Activities▼	20180699	Businelle	Michael	Pending Sponsor Review	National Institutes of Health		9/1/2018	8/31/2023	Asch	1/8/2019 5:16 PM
GRF00002098	Conducting Automated Surveillance for Venous Thromboembolism Using Natural Language Processing	My Activities▼	20181915	Wendelboe	Aaron	Not Funded	National Institutes of Health		12/1/2018	11/30/2020	Prieto	1/8/2019 3:21 PM
GRF00002622	Multicenter study of patient-reported gastrointestinal symptoms in people with Cystic Fibrosis (GALAXY)	My Activities▼	20191056	Palle	Sirish	Internal Review	Cystic Fibrosis Foundation		5/1/2019	4/30/2020	Novotny	1/8/2019 3:05 PM
GRF00001745	Elimination of cancer stem cell by ER stress modulation	My Activities▼	20181199	Wang	Weidong	Pending Sponsor Review	Okla Center for Adult Stem Cell Research		7/1/2018	6/30/2019	Prieto	1/8/2019 2:51 PM
GRF00002632	Role of MYC and BCL6 in CLL Clinical Course and Therapy	My Activities▼	20191144	Ghosh	Asish	Internal Review	National Cancer Institute		9/1/2019	8/31/2024	Asch	1/8/2019 2:17 PM
GRF00002649	Elucidating of fungal pathways that drive corneal pathogenesis	My	20191137	Fuller	Kevin	Internal Review	Research to Prevent		6/1/2019	5/31/2023	Douglas	1/8/2019

Feedback?

SoonertrackHelpdesk@ouhsc.edu

Questions?

- For general OUHSC login or account issues: servicedesk@ouhsc.edu or 271-2203
- For general SoonerTrack system questions, or to report an error or issue: soonertrackhelpdesk@ouhsc.edu
- For feedback, comments and suggestions: soonertrackhelpdesk@ouhsc.edu
- For specific questions about a routed agreement or grant:
 - Office of Research Administration: hscora@ouhsc.edu or 271-2029
 - Office of Admissions and Records: affiliations@ouhsc.edu or Lisa Merrell 271-2359
 - College of Medicine, Graduate Medical Education office: 271-2265