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.)
Using Wildcards
Use wildcard (%) in search boxes to narrow down the search
%1234%
%Tomase%

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.
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

<table>
<thead>
<tr>
<th>ID</th>
<th>Title</th>
<th>Actions</th>
<th>Proposal ID</th>
<th>PI/PO Last Name</th>
<th>PI/PO First Name</th>
<th>Status</th>
<th>Direct Sponsor</th>
<th>Originating Sponsor</th>
<th>Start Date</th>
<th>End Date</th>
<th>Owner</th>
<th>Date Modified</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRF00002651</td>
<td>Leica M205-PCA Thunder Shared Instrument Grant</td>
<td>My Activities</td>
<td>Humphrey</td>
<td>Mary</td>
<td>Ready For Submission</td>
<td>Okla Center for Adult Stem Cell Research</td>
<td>2/1/2019</td>
<td>1/31/2020</td>
<td>1/8/2019</td>
<td>10:00 PM</td>
<td>1/8/2019</td>
<td></td>
</tr>
<tr>
<td>GRF00002647</td>
<td>Genetic and environmental risk factors for pediatric acute myeloid leukemia</td>
<td>My Activities</td>
<td>Janitz</td>
<td>Amanda</td>
<td>Department Review</td>
<td>University of Minnesota</td>
<td>9/1/2019</td>
<td>8/31/2024</td>
<td>1/8/2019</td>
<td>10:00 PM</td>
<td>1/8/2019</td>
<td></td>
</tr>
<tr>
<td>GRF00002653</td>
<td>Lateral septal synaptic circuitry in anxiety-related behavior</td>
<td>My Activities</td>
<td>Ahmad</td>
<td>Mohkudin</td>
<td>Pre-Submission</td>
<td>National Institute of Mental Health</td>
<td>1/2/2020</td>
<td>1/1/2025</td>
<td>1/8/2019</td>
<td>5:16 PM</td>
<td>1/8/2019</td>
<td></td>
</tr>
</tbody>
</table>
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