Welcome to UMaine’s project authorization submission process. We hope this online service will provide quick, convenient and easily accessible information regarding your project submissions and projects that are run through our Department of Industrial Cooperation (DIC).

For this process, you will need to complete and upload a DIC Budget Sheet

To get started, visit our website at: https://umaine.edu/econdev/faculty-resources. Click on “Start a New Project” on the right-hand Quick Links Menu.

You can also login directly through: http://umaine.wellspringsoftware.net

Log in with your maine.edu credentials.

If you have issues with your single sign-on credentials, contact UMaine IT at help@maine.edu or (207) 581-2506.
On the Home Screen, click on Project Authorization Form.

The Project Authorization Form will open. Add in the project staff, their employee IDs, percent share and click “Next”.
**Client Information:** Enter details about the client and click “Next”.

![Client Information form](image)
Invoicing: Enter the invoicing information and click “Next”.
**Project Information:** Enter the project details and click “Next”.

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**Title:** Testing Services

**Project Start Date:**
- Month: Jan
- Day: 1
- Year: 2020

**Project End Date:**
- Month: Jan
- Day: 31
- Year: 2020

**Project Location:**
Enter the location on campus where the project will take place.

**Total Amount:**
5,555.00

**Scope of Work:**
Testing of Company’s Product

**Docs:**
Choose File DIC Budget Sheet FY20.xlsx

**Additional Notes:**
Please upload the budget sheet to the docs section above.

Add any notes about changes to billing or other needed changes here. Standard billing terms are 50% upfront and 50% upon completion of the project.
**Project Budget:** Enter in the total amount of the project and upload the DIC budget sheet here. Add any special invoicing details, if applicable.

**IP/Confidentiality:** Complete the IP/Confidentiality questions and click “Next”.
**Funding Sources:** Complete the survey questions and click “Next”.

**Committee Approvals:** Complete the committee approval questions and click “Next”.
Facility Approvals: Complete the Facility Approval section and click “Next”.

Complete the final Certifications and click “Next”.
On the final submission screen, review your data and click “Submit”.
Once submitted, your Project Authorization Form will be received and reviewed by our Department of Industrial Cooperation staff. The client’s information will be routed to the Office of Research Compliance (ORC) for screening against a federal restricted party list. Upon approval from ORC, DIC staff will draft the project agreement and route it through DocuSign for review and signatures.

If you have any questions, please call our office at 581-2201 or email um.dic@maine.edu.
If this is your first time using Sophia, complete the following steps to set up your home screen to show your submitted records.

On the Home Screen, click Customize Home Page

Add all of the available Widgets to your Home Page. You can adjust the order that they will appear on the screen by changing the order under Current Home Page Widgets. Click Finish when done.
Once you return to your home screen, you will see the list of your active agreements and disclosures.

Please be sure to contact OIED for assistance with any non-disclosure agreements, material transfer agreements, or industry sponsored agreements.

If you have any questions, please call our office at 581-2201 or email um.dic@maine.edu.
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