

Online Project Authorization Submission User Guide

University of Maine
Office of Innovation & Economic Development (OIED)

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.

A screenshot of a login page for the University of Maine System. At the top is the logo for 'Maine's Public Universities' and 'UNIVERSITY OF MAINE SYSTEM'. Below the logo is a login form with two input fields: one for the username 'test.user' and another for the email domain '@maine.edu'. Below these is a password field with six dots. A blue 'Login' button is centered below the form. At the bottom of the page, there is a link for 'Questions? - Manage your account.' and a 'Caution' note: 'For security reasons, please log out and exit your web browser when you are done accessing services that require authentication.'

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.

Welcome, Test User

[Inventor Homepage](#)
You have no Inventions in the system

[Inventor Agreements](#)
You have no Agreements in the system

Tasks

- o Invention Disclosure
- o MTA Request Form
- o NDA Request Form
- o **Project Authorization Form**
- o Customize Home Page

The Project Authorization Form will open. Add in the project staff, their employee IDs, percent share and click “Next”.

New Submission: Project Authorization Form

Project Director Client Information Invoicing Project Information IP/Confidentiality Funding Sources Committee Approvals Facility Approvals Needed? Certifications Submit

[Survey Questions](#)

* indicates a required field

Please fill the following fields for each project director/co-project director.

Project Director (PI):	Emp ID #:	% Responsibility:
Test User	123456789	100

[Next](#)

Client Information: Enter details about the client and click “Next”.

Project Director Client Information Invoicing Project Information Project Budget IP/Confidentiality Funding Sources Committee Approvals Facility Approvals Needed? Certifications Submit

Survey Questions

* Indicates a required field

Client Name:

Street Address:

City:

State/Province:

Zip/Postal Code:

Country:

Phone:

Contact:

Email:

Invoicing: Enter the invoicing information and click “Next”.

Project Director Client Information **Invoicing** Project Information Project Budget IP/Confidentiality Funding Sources Committee Approvals Facility Approvals Needed? Certifications Submit

Survey Questions

* indicates a required field

Placeholder for Invoicing Option
Electronic Invoicing Using Client Email ▼

Invoice Email:

Billing Contact\Care Of:

Billing Street Address:

Billing City:

Billing State/Province:

Billing Country:

Billing Zip/Postal Code:

PO #:

Previous Next

Project Information: Enter the project details and click “Next”.

Project Director Client Information Invoicing Project Information Project Budget IP/Confidentiality Funding Sources Committee Approvals Facility Approvals Needed? Certifications Submit

Survey Questions

* indicates a required field

Title:

Project State Date:
Jan 2020

Project End Date:
Jan 2020

Project Location:

Total Amount:

Scope of Work:

Docs:*
 DIC Budget Sheet FY20.xlsx

Additional Notes:

Project Budget: Enter in the total amount of the project and upload the DIC budget sheet here. Add any special invoicing details, if applicable.

Project Director Client Information Invoicing Project Information Project Budget IP/Confidentiality Funding Sources Committee Approvals Facility Approvals Needed? Certifications Submit

Survey Questions

* indicates a required field

Total Amount:*

Upload budget here:*
 No file selected.

Special invoicing details:

IP/Confidentiality: Complete the IP/Confidentiality questions and click “Next”.

Project Director
 Client Information
 Invoicing
 Project Information
 Project Budget
 IP/Confidentiality
 Funding Sources
 Committee Approvals
 Facility Approvals Needed?
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Survey Questions

* indicates a required field

Does this project utilize existing UMaine inventions or intellectual property to perform this work or could potential new inventions arise from the work being performed?

Yes
 No

Is this project confidential?

Yes
 No

Additional Agreements Required?

Non-Disclosure Agreement
 Research and Collaboration Agreement
 Material Transfer Agreement
 Facility Use Agreement
 None
 Other

Are you aware of any export control restrictions on any information or material that may be shared under the course of this agreement?

Yes
 No

[Previous](#)
[Next](#)

Funding Sources: Complete the survey questions and click “Next”.

Project Director
 Client Information
 Invoicing
 Project Information
 Project Budget
 IP/Confidentiality
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Survey Questions

* indicates a required field

Company/Private:

Yes
 No

MTI:

Yes
 No

Federal:

Yes
 No

[Previous](#)
[Next](#)

Committee Approvals: Complete the committee approval questions and click “Next”.

Project Director Client Information Invoicing Project Information Project Budget IP/Confidentiality Funding Sources Committee Approvals Facility Approvals Needed? Certifications Submit

Survey Questions

* indicates a required field

Does the proposed activity involve Human Subjects?

Yes
 No

Does the proposed activity involve Live Vertebrate Animals?

Yes
 No

Does the proposed activity involve Use of Recombinant DNA of Infectious Agents?

Yes
 No

Does the proposed activity involve Use of Radioactive Materials?

Yes
 No

[Previous](#) [Next](#)

Facility Approvals: Complete the Facility Approval section and click “Next”.

Project Director Client Information Invoicing Project Information Project Budget IP/Confidentiality Funding Sources Committee Approvals Facility Approvals Needed? Certifications Submit

Survey Questions

* indicates a required field

Does this project require the use of UMaine facilities that the PI does not have control of?

Yes
 No

Please identify the appropriate Facility Dean/Director below:

[Previous](#) [Next](#)

Complete the final Certifications and click “Next”.

- Project Director
- Client Information
- Invoicing
- Project Information
- Project Budget
- IP/Confidentiality
- Funding Sources
- Committee Approvals
- Facility Approvals Needed?
- Certifications
- Submit

Survey Questions

* indicates a required field

As project director in submitting this electronic form, I recognize that I am primarily and ultimately responsible for conducting and overseeing the approved scope of work, and for preparing and submitting to the contracting client any data, test results, project reports or other deliverables which may be required. I accept the obligations and commitments described in the project description, service contract or purchase order; I agree to perform the work in accordance with University policies and client requirements; and I agree to follow generally accepted professional practices in conducting, recording and interpreting the work. I further certify that: I am familiar with the "Policies and Procedures for Financial Disclosure and Conflicts of Interest in Extramurally Sponsored Activities", and:

I have no significant financial interest in the proposed project:

I require a Financial Disclosure Form:

Financial Disclosure Form Upload:

No file selected.

[Previous](#)

[Next](#)

On the final submission screen, review your data and click "Submit".

Submission OA2019-00100

- Project Director
- Client Information
- Invoicing
- Project Information
- IP/Confidentiality
- Funding Sources
- Committee Approvals
- Facility Approvals Needed?
- Certifications
- Submit

Check Your Data

Please review your request. You may edit it by clicking the links provided. If it is correct, please click Submit for approval.

Submit

Submission Details

Track Code OA2019-00100
Submission Type Project Authorization Form
Submission Status In Process

Create User Test User on Dec 2, 2019 3:13 PM
Modify User Test User on Dec 2, 2019 3:13 PM

Submission Questions

Project Director

Please fill the following fields for each project director/co-project director.

Project Director (PI):	Emp ID #:	% Responsibility:
Test User	123456789	100

Client Information

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.

Your Submission OA2019-00100 has been submitted.

Inventor Homepage

You have no Inventions in the system

Inventor Agreements

You have no Agreements in the system

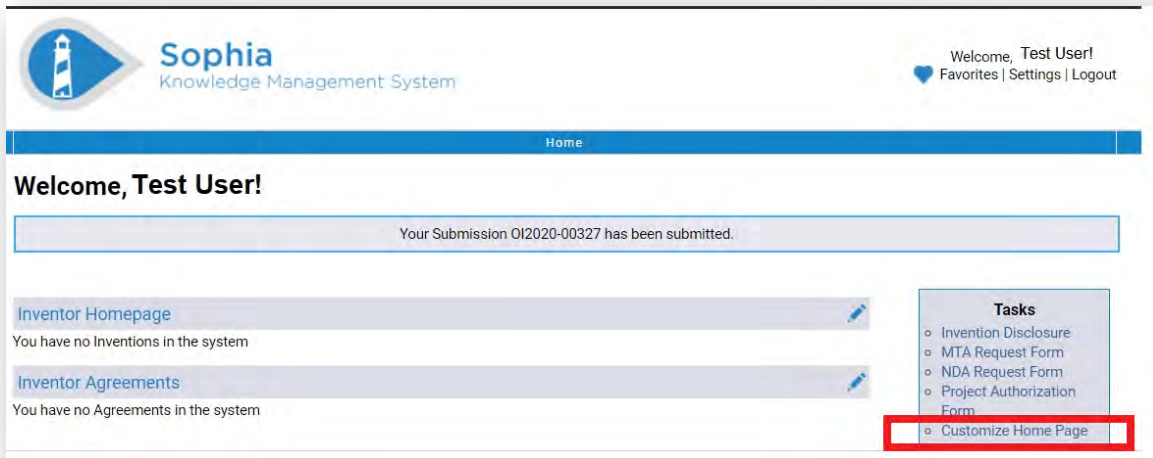
Tasks

- o Invention Disclosure
- o MTA Request Form
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- o Customize Home Page

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.

Welcome, Test User

Your Submissions

Track Code	Title	Submit Date	Submission Status
OI2020-00327	Invention Disclosure	Sep 17, 2020 3:44 PM	Under Review
OA2020-00284	NDA Request Form	Jul 8, 2020 8:46 AM	Accepted

Latest Inventions You Entered
You have no Inventions in the system.

Latest Agreements You Entered
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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.



University of Maine
Office of Innovation & Economic Development

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