

# OFFICE OF RESEARCH & CREATIVE ACTIVITY

## MavGrants QUICK REFERENCE GUIDE

Eppley Administration Building, Rm 203  
Ph 402.554.2286; Fx 402.554.3698  
[www.unomaha.edu/orca](http://www.unomaha.edu/orca)

### STEP ONE: FORM PREPARATION

1. Log in to MavGrants at [www.unomaha.edu/orca/mavgrants.php](http://www.unomaha.edu/orca/mavgrants.php) using your NetID and password
2. On the MavGrants Home Page, select “Add New” next to “Sponsored Programs”
3. Determine if the new Form will be part of an existing Project or will be a new Project

#### To create a new Form as part of a new Project

4. Select “No” to question: *Is this a new form for an existing project?*
5. Click on “Start Form” and a new blank Form is created, which also creates a new Project record

### OR

#### To add a new Form to an existing Project

4. Select “Yes” to question: *Is this a new form for an existing project?* and choose existing Project ID
5. Click on “Start Form” and a new Form is created with much of the information pre-populated from the Project record

#### To complete Form pages

6. Verify or complete all relevant fields (mandatory fields are indicated by \*) on the Form pages
7. Select checkbox for “check if page is complete” at bottom of each page
8. Use navigation buttons at bottom of pages or in the left column to move through Forms
9. On the final page, select “save” when complete
10. A green box indicating Step 1 Complete will appear at the top of the screen
11. To move to Step 2: Routing, select the “Next” arrow in this green box

For assistance, contact the Office of Research and Creative Activity at (402) 554-2286  
or email us at [mavgrants@unomaha.edu](mailto:mavgrants@unomaha.edu)

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### STEP TWO: ROUTING

An approval route is the path taken by a Form to obtain the required internal approvals prior to submission of a proposal to an external sponsor.

There are two main kinds of routes - administrative and cost share. Administrative routes may include a department chair, center/unit director, and dean/vice chancellor. Cost Share routes include any cost share approvers necessary for the proposal Form.

#### To Select an Administrative Route for a Form

1. Each department represented by a Senior/Key Person must have an approval route (approval routes are automatically added when the department has only one route available)
2. To add a route not automatically listed, select "Add an Administrative Route"
3. Select the appropriate route from the list and choose "Add" button
4. Repeat as needed

#### To Select a Cost Share Route for a Form

1. Select "Add a Cost Share Route"
2. Select appropriate route in list and choose "Add" button
3. Fill in the amount to be approved by individual(s) in the list
4. Repeat as needed

#### To Start Form routing

1. After required routes are added, select the "Start Routing" button at the bottom of the page
2. A green box will appear indicating you have successfully started routing the Form
3. Select the "Next" arrow in this green box to sign off and review
4. A green box indicating "Task Complete" will appear at the top of the screen

#### ORCA Approved Center Routes

ORCA Approved Center routes are automatically added if a Center has been chosen on Form 1.

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