Tip Sheet: Funding Update

What the research community needs to know about funding information in ETHOS

Funding labels are clearer, sponsor logic is more consistent, and approved funding changes can flow from eGrants or eAgreements into ETHOS and, when selected as the Primary Funding Source, into Velos.

1. What changed in ETHOS?

Updated Funding Terms

- Grant Agency is now Funding Agency
- Agency Type is now Fund Type
- Sponsor (Gift) is now Funding Source
- Adding Funding Proposals/Awards is now Add Funding Proposals

2. Key terms

Funding Source

The funding mechanism linked to the study, such as a funding proposal, agreement, gift, departmental funding, or external funding.

Funding Agency

The highest-level sponsor displayed for the funding record. If a Prime Sponsor exists, ETHOS uses it; otherwise, it uses the Sponsor for funding proposals or the Contracting Party for agreements.

Fund Type

The funding category associated with the selected agency such as Federal, State, Industry/For Profit, Foundation/Not for Profit, Institution, or External.

Prime Sponsor

The sponsor designated on the linked funding record as the Prime Sponsor. When a Prime Sponsor is identified, ETHOS uses the Prime Sponsor to determine the Funding Agency instead of the Sponsor or Contracting Party.

3. How ETHOS determines funding information

For linked funding records, ETHOS uses the following order:

Funding proposal

ETHOS uses the **Prime Sponsor**, if available. Otherwise, ETHOS uses the **Sponsor**.

Agreement

ETHOS uses the **Prime Sponsor**, if available. Otherwise, ETHOS uses the **Contracting Party**.

4. How do I select the appropriate funding source in ETHOS?

If a study has multiple funding sources, link each applicable funding source to the study in Section 4.0. Select the funding source that should be designated as the **Primary Funding Source** in Section 4.1. The Primary Funding Source determines the funding information sent to Velos.

For studies with clinical services, the Primary Funding Source is the source of funding that will be used to pay for clinical services. For studies without clinical services, select the funding source that is most appropriate for the study's funding arrangement.

Funding proposal

In ETHOS, the Funding Agency and Fund Type are based on the Prime Sponsor or Sponsor. Use the linked proposal record.

Agreement

In ETHOS, the Funding Agency and Fund Type are based on the Prime Sponsor or Contracting Party. Use the linked agreement record.

Gift

The Fund Type automatically displays as Institution. Select the gift funding source.

Departmental funding

The Fund Type automatically displays as Institution. When selected as the Primary Funding Source, Velos receives UNIVERSITY OF TEXAS SOUTHWESTERN as the Primary Sponsor.

External funding not managed through SPA

The Fund Type displays as **External**. If selected as the Primary Funding Source in ETHOS, the following fields are blank in Velos because Velos has no matching External category:

- **Primary Funding Agency Type** (Research Type)
- **Primary Funding Source (Clinical Costs)** (Primary Sponsor Name)

5. What happens after a funding update?

- **eGrants:** Changes to Sponsor, Prime Sponsor, and related funding types in eGrants can update ETHOS. If the record is the Primary Funding Source, the information can also update Velos through the ETHOS-to-Velos integration.
- **eAgreements:** Changes to Contracting Party, Prime Sponsor, and related funding types in eAgreements can update ETHOS. If the record is the Primary Funding Source, the information can also update Velos through the ETHOS-to-Velos integration.
- **Velos:** When ETHOS updates the Primary Funding Source, it sends the Primary Sponsor Name and Research Funding Type to Velos.
- **Modifications:** An approved modification updates the approved study record in ETHOS, including the funding sources, and triggers the Velos integration. An open or withdrawn modification does not change the approved study record.

6. Quick checks before you finish

☐ Confirm that the correct funding mechanism is linked to the study.

☐ Confirm the Funding Agency reflects the Prime Sponsor when one exists.

☐ Review the Fund Type for accuracy.

☐ Confirm the correct record on Page 4.1 is selected as the Primary Funding Source.

☐ If a funding change is being submitted through a modification, remember that the parent study updates only after the modification is approved.

☐ Verify the funding information displayed on the parent study after modification approval.

7. ETHOS-to-Velos Fund Type mapping

- **Academic** in ETHOS maps to **Academic** in Velos
- **External** in ETHOS maps to a blank Research Funding Type in Velos
- **Federal** in ETHOS maps to **Public – Federal** in Velos
- **Foundation/Not for Profit** in ETHOS maps to Private – Non Profit in Velos
- **Industry/For Profit** in ETHOS maps to Private - For Profit in Velos
- **Institution** in ETHOS maps to **Institutional** in Velos
- **Local** in ETHOS maps to **Public – Local** in Velos
- **State** in ETHOS maps to **Public – State** in Velos

8. When should I submit a Modification for a funding source change?

Submit a Modification when adding, changing, or replacing a funding source on an approved study. After the Modification is approved, the approved study record in ETHOS is updated. If the change affects the Primary Funding Source, the updated funding information is sent to Velos through the ETHOS-to-Velos integration.

An administrative update may be used only to correct existing funding information.

9. What steps should be taken if the funding information is incorrect in ETHOS?

Submit an email request to have the funding information **administratively corrected** in ETHOS.
NOTE: Administrative updates are limited to correcting existing funding information. If you are adding, changing, or replacing a funding source, a **Modification submission is required.**

Administrative Funding Update Example

A study is funded by a grant, but during the migration process the grant information could not be identified, so **Internal – Departmental** funding was entered instead. An administrative update may be used to correct the funding record by replacing Internal – Departmental funds with the appropriate grant ID.

10. What should I select if my study is funded by a UT Southwestern affiliate, such as Children's Health, Parkland Health, Texas Health Resources, or Scottish Rite for Children?

- In Section 4.0, Item 1. select **Gifts**.
- In Item 1.0, Select 1.0, select **Internal-Departmental**.
- In Item 1.3, select the Sponsor in Item 1.3.1.

11. What should I select if my funding source is Internal - Departmental, but my department is not listed?

- In Section 4.0, Item 1. select **Internal – Departmental**.
- In Item 1.0, select Internal – Departmental.
- In Item 1.4, select your department if it is listed.
- If your department is not listed, select **UNIVERSITY OF TX SOUTHWESTERN HLTH SYS**.

Need help?

If the funding information does not look correct, include the study ID, funding record ID, expected Funding Agency, expected Fund Type, and a screenshot when contacting HRPP@UTSouthwestern.edu.