## How to Guide

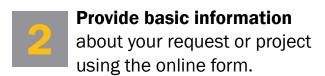
# University of Idaho

### **OSP Service Request Portal**

## Welcome to the Office of Sponsored Programs TDX Service Request Portal! How we can help:

Request assistance from the Office of Sponsored Programs by using our ticketing system, Click here.

PRO TIP: You can also look for the golden "Request Service" button throughout the OSP website.



**PRO TIP:** For the fastest possible service, fill in as much detail as possible.

Reply to UI Support Ticket via email to requests that come from the UI system, "University of Idaho Support" (tdx-replies@uidaho.edu).

**Add** tdx-replies@uidaho.edu to your Safe Senders list in Outlook to ensure the messages don't get sent to junk mail.

**PRO TIP:** Follow the link at the bottom of any system email to view more detail on a current ticket, or to review past service requests.

Home Information Technology Projects <b>Services</b> Knowledge Base Reports	
Project Requests Ticket Requests My Favorites My Recent My Approvals Services A-Z Search	
Service Catalog / Office of Sponsored Programs / New Index under an existing grant code	
New index under an existing grant code	
This service request will allow you to request setup of a new index or indexes under an existing sponsored project grant code or companion grant code (cost share or program income).	
Please provide a budget breakdown for each new index that also indicates what index(es) and category/ies the funds for these new indexes should come from to net zero (e.g. rebudget from one index to another). Please also provide a	Share
suggested index title and complete the 'department/ORGN' field to reflect the unit that you want this additional index setup under. Use the comments field to add specific details per index.	★ Add to Favorites
This service should not be used for an early setup request - if you need an early setup please visit VERAS at	
www.veras.uidaho.edu to submit the early setup request form in VERAS directly.	Details



University of Idaho Office of Technology Transfer	Ticket: 147200 Status: Created Prostly: Normal
Service Request Created: Non-Disclosure Agreement assistance request	
Francheses Faculty communited on this service requestion World 187/07 4-97 PM Facilit Dandard Time: Hi overyone,	
I have uploaded the agreement my collaborator sent. Please let me know if you	need more information, thanks for your help!
Thankal	
Fran Faculty	
Original service request submitted by Franchisco Faculty on Wed NEXES 4-H PM Facilic Dismosar's Time:	
Solvet Type of Service Anguest. C. Non-Disclosure Agreement.	
Select year college:	
Engineering	
Collaborator University (CU)	
Investigation bolish braiser at other party / sampany:	
Richard Researcher-crich researcher RCU.edu-	
name of person to regetate with or the other party i company and their context information.  Contractor (Contract Coordinator / Agreement Administrator) -cndaadmini	istrator@CU.edu>
Anguested Princity:	
Medium (2-4 weeks)	
The purpose (value) of this Proprietary Information exchange is for Richard R Nancy Neutron, CU employees and currently enrolled as U of I post graduate sta current CU Research and Development projects (b) collaboratives of every develop stud- (c) students use of CU's scientific loads per research plan once data is released	dents to (a) provide proprietary information as background onts' research outlines, to contain non-proprietary informati
Support request recished by:	
Open Ticket 147260 in	TDMost
Open Hoxet 147260 III	INCOME.

#### **Contacts**

Pre-Award: preaward@uidaho.edu

Post-Award: postaward@uidaho.edu

Contract Review: osp-contracts@uidaho.edu