

Guide for New Faculty: Sponsored Research at UM

Office for Research Administration

Welcome to the University of Maryland! We hope this guide will be of use to you as you navigate the sponsored research protocols and procedures at the University of Maryland. Please note that all of the information contained in this guide is available online in greatly expanded form at [ORA's web site](#) and the [Sponsored Research Handbook](#).

The Office of Research Administration (ORA) is here to help you obtain and manage your sponsored research funding. Please don't hesitate to [contact us](#). Again, WELCOME!

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CHECKLIST:

Once you get settled at UM

Find your department's [Contract Administrator](#) and make contact

Sign up for [SPIN Plus](#) to receive funding alerts

Attend [eRA Training](#) for the agencies to which you plan to submit

We appreciate your feedback: please [let us know](#) how we can improve this guide for you.

What is ORA and how can we help you?

What is ORA?

The Office of Research Administration (ORA) provides support to faculty for all aspects of extramural funding from pre-award through closeout activities. We provide the following services to the UM faculty community:

- Proposal review and administrative signoff;
- Assistance with completing electronic proposals;
- Submitting electronic proposals;
- Negotiation and acceptance of awards; and
- Management of all aspects of an award throughout its life cycle.

How can ORA help you?

As a new faculty member, be sure to rely on the expertise of your ORA Contract Administrator and the electronic Research Administration (eRA) team. ORA's website has a wealth of reference information that will help you in preparing your proposal and managing your award. In addition, sign up for the appropriate training sessions to help you prepare, submit, and manage your proposals successfully. Finally, familiarize yourself with the related departments such as the Office of Contract and Grant Accounting (OCGA) and the Office of Technology Commercialization (OTC).

- **Contract Administrators (CA):** Every department at the University has a CA within ORA. CAs focus on:
 - Proposal review and UM approval
 - Award negotiation and acceptance
 - Award management and close-out (with the Compliance Officer)

To find your CA, go to the [ORA Staff Directory](#).

- **Electronic Research Administration Team (eRA Team):** The eRA team assists the UM research community in:
 - Using electronic submission portals
 - Training for Grants.gov and agency websites
 - Preparing proposals for electronic submissions
 - Communicating agency updates
 - Using Coeus for proposal, award, and subaward management
- **Training:** ORA provides various workshops and seminars for the campus community. Sign up to learn how to navigate the various agency electronic proposal submission protocols and how to manage your research once funded. Departments and colleges can request training sessions for their faculty and staff members. Training sessions include:
 - FastLane Grants.gov sessions
 - Agency presentations
 - College and Department roundtables
 - Sponsored Research Administration Certificate Program
 - Coeus

- *Related Departments:* ORA works closely with other departments within the Division of Research and the Comptroller's Office. Each department has a specific role to play in Sponsored Research Administration. Familiarize yourself with their functions and policies:
 - [SPAC](#)– Sponsored Programs Accounting & Compliance
 - [OTC](#) – Office of Technology Commercialization
 - Assurances:
 - [IACUC](#) – Institutional Animal Care & Use Committee
 - [IRB](#) – Internal Review Board
 - [Environmental Safety](#)
 - [Export Control](#)
 - [FCOI](#) - Financial Conflict of Interest

- *ORA's Web Site:* To learn more about ORA and the services it provides for faculty, staff and students, be sure to bookmark [ORA](#) .
 ORA's web site links to:
 - Electronic Submissions
 - Policies (UM References)
 - Forms
 In addition, you can:
 - Link to databases to search for funding opportunity announcements
 - Link to agency sites
 - Access sample agency forms
 - View federal and state policies and regulations
 - Link to USM institutional research related entities
 - Link to the VP for Research for information on research taking place at UM.

Finding FUNDING

An excellent way to identify potential sponsors is to network with faculty, industry representatives, and government agency personnel. In addition, the VPR has made SPINPlus available to faculty and staff to locate potential funding sources. Links to these resources and more can be found on ORA's website at <http://ora.umd.edu/proposal-development/locating-funding>

SPINPlus

Register for [SPINPlus](#) to receive funding alerts. SPINPlus is the funding search database available to UM faculty, staff and students. This search system provides a modern full-text search that is run against the entire funding record. Results are returned to the user in relevancy ranked format, and can be further sorted, grouped, or filtered by the results grid column headers. An individual funding profile can be setup to receive regular funding alerts.

Grants.gov

Faculty and staff can also search [Grants.gov](#) for funding opportunities and to sign up for funding alerts.

UM Funding Quick Facts for Fiscal Year 2016

For current year Funding Quick Facts and Top Funders, go to <http://ora.umd.edu/data-reports/historic>.

- Combined Funding of \$560 Million
- Federal Funding of \$368 Million
- State Funding of \$61.5 Million
- Corporate, Foundation & Other Funding - \$130 Million

Top Funders for FY 2016

Federal Sources

- Department of Defense: \$79 Million
- NSF: \$63 Million
- NASA: \$46.5 Million

Non-Federal Sources

- State of MD: \$48.6 Million
- Corporate: \$15.8 Million
- Universities: \$24.8 Million

Preparing your PROPOSAL

Moving Through University Channels - From Faculty to the Sponsor

The following information is available in more detail in the [Sponsored Research Handbook](#).

Faculty must submit all proposals and awards through ORA. Proposals must be accompanied by the University's [internal routing form](#) and the appropriate signatures. Approval of the proposal is demonstrated by signatures on the proposal cover page and the routing form.

After the Principal Investigator(s) (PI) and any co-investigators have signed the proposal and routing form, the package must be signed and endorsed by the Department/Unit Head and next higher authority within the School, College, or Institute. The proposal is to then be routed to ORA and must be accompanied by the current Internal Routing Form in either a paper or electronic version. The RFP, funding opportunity announcement, or the URL for the RFP or program announcement should be included on the routing form that is delivered to ORA.

ORA review can be done quickly for proposals which are complete (usually within four to six days). Complex proposals, such as those which involve interdisciplinary collaborations, sub-awards, Requests for Proposals (RFP's), electronic submissions, or cost sharing; require additional time for review and should be submitted to ORA well before the deadline. Proposals submitted to NIH or NSF via Grants.gov require additional time to review and submit; therefore, these proposals should be routed to ORA at least six business days before the deadline.

Paper Hard Copy Submissions

If a paper proposal is to be submitted, route to ORA the original signed proposal and one copy along with the Internal Routing Form for review and final approval. ORA will review for accuracy, completeness, and compliance with University and sponsor policies and procedures. To obtain institutional approval, ORA requires the signed routing form, a budget, a budget justification, an abstract, and any agency forms which require the signature of an authorized institutional representative. ORA will then notify the department for pickup. The department is responsible for making any additional copies that are required and mailing the proposal to the sponsor.

Electronic Submissions

Many sponsors, including all Federal agencies, are allowing or requiring proposals to be electronically prepared and submitted. All Federal agencies use the find and apply system Grants.gov as well as other submission systems. Principal Investigators should refer to the individual sponsor's guidelines for information about the required method of submission. The sponsor's guidelines will also include information about the necessary file format for documents submitted with the proposal.

Principal Investigators should notify their Contract Administrator as soon as he or she is aware that the proposal is to be submitted electronically. An Internal Routing Form must be completed, signed and submitted along with one hard copy of the proposal to ORA six business days before the

submission deadline. Unless a department uses Coeus for S2S proposal submissions, the electronic version of the proposal should be uploaded to ORA's website as early as possible to allow time to adequately respond to any issues that may arise. The upload site can be accessed [here](#). The individual uploading the proposal will need to sign in using his or her Directory Identification information. If the proposal is being prepared in the online system (ex. NSF FastLane), provide submit access to proposal at least 24 hours before the deadline.

ORA provides training for electronic proposal preparation and reporting to agencies and foundations. Some electronic systems, such as NSF's FastLane and NIH's eRA Commons require the PI to create accounts before using the system. You can request an account for these systems by using the links on ORA's home page. Questions about using these and other electronic systems can be directed to ORA's eRA Specialist, at oraera@umd.edu or 301.405.6263. Information about electronic submission systems can be found on ORA's website at <http://ora.umd.edu/esubmissions/esystems>.

Training sessions for the Grants.gov system are offered periodically, and trainings for other systems can be requested by your department. For a list of current offerings, go to <http://ora.umd.edu/training/electronic#grants>. Contact ORA's eRA Specialist for registration or to schedule a session, oraera@umd.edu.

Coeus

Coeus is the University of Maryland's electronic research administration system of record for proposal and award data. The Coeus system allows for the preparation and electronic routing of proposals. Coeus maintains all award data and includes historical data for award actions processed since fiscal year 2001. Faculty and staff can obtain access to view proposal and award information in Coeus once they have attended training. To register for Coeus training, please go to <http://www.ora.umd.edu/coeus/training>.

Agency Guidelines/Forms

In a Request for Quotes (RFQ), Request for Proposal (RFP), or Funding Opportunity Announcement, guidelines can be very detailed with specific forms accompanying proposal text. Often there are limitations for page length, type size, title length, and supporting documents. More information on preparing your proposal can also be found in the [Sponsored Research Handbook](#).

Deadlines

Some sponsoring agencies have specific deadlines for proposal submission. This information is available directly from the sponsor. Alternatively, departmental administrators or ORA can provide assistance. Note that all Requests for Proposals (RFP) have strict deadlines that cannot be modified; this information is always in the RFP application package obtainable from the issuing agency.

Classified Research and Restrictions of Publication

The University of Maryland does not enter into agreements to carry out research if the grant, contract, or other award instrument restrains the freedom of the University and its faculty to disclose the existence of the grant or contract, the general nature of the inquiry to be conducted, or the identity of the sponsor.

The University reserves, for its faculty, the right to publish the results of the research without the prior approval of the sponsor. Please reference the [UMCP Policy on Classified and Proprietary Work](#) for further clarification.

General Rules of Thumb When No Guidelines are Provided

A *COVER PAGE* should always accompany your proposal. It should include PI and University Authorized Official signatures and contain items such as proposal title, PI name, submitting department(s) or center, total funds requested, and period of performance.

A *TABLE OF CONTENTS* which includes *PAGE NUMBERS* is essential and helps the reviewers.

An *ABSTRACT* detailing the purpose, important features, and significance of the project should be both concise and complete. Agencies often use abstracts in their annual reports.

The *PROPOSAL CONTENTS* should include:

- Project Description (include the rationale, needs assessment, proposed goals and objectives, procedures, evaluation, and management of the project)
- References
- Biographical Sketch
- Budget
- Budget Justification (consists of supporting information for all budget categories, including an explanation of the need for unusual or large expenses such as equipment, travel, or facilities).
- Current & Pending Support

For guidance concerning the application of direct costs, fringe benefits, graduate student salaries and Facilities & Administrative (F&A) rates consult the web pages below:

Employee Benefits: <http://ora.umd.edu/resources/benefits-stipends/employee>

Graduate Student Stipends: <http://ora.umd.edu/resources/benefits-stipends/graduate>

F&A Rates: <http://ora.umd.edu/resources/fa>

Direct Charging of Costs to Federal Grants: <http://www.president.umd.edu/policies/viii1040a.html>

BUDGET

Estimating your Budget-Frequent Rates and Expenses

SALARIES are established by the University. Multiple year budgets should include estimated salary increases. A 4% increase may be projected unless the sponsor specifies salary inflation rates.

[*GRADUATE ASSISTANT STIPENDS*](#) are set by the departments.

Fiscal year 2017 minimum Graduate Assistant & Fellowship compensation rates are:

- \$15,294 for 9 months
- \$16,144 for 9.5 months
- \$20,392 for 12 months

FRINGE BENEFITS are applicable to all University salaries and wages. The University does not have a “fringe benefit rate” and Grant/Contract accounts are charged actual amounts. When preparing a

sponsored project proposal budget, calculations for the sponsor's contribution to employee fringe benefits can be found at <http://ora.umd.edu/resources/benefits-stipends/employee>. A typical estimated rate for twelve month full-time personnel is 25% plus tuition.

FACILITIES and ADMINISTRATIVE COSTS (F&A) (formerly known as Indirect Costs) represent the University's expenses associated with running the research enterprise. F&A rates are expressed as a percentage of total direct costs, but exclude permanent equipment over 5,000 dollars; tuition; stipend for trainees on training programs; and rental of off-campus facilities. The Campus calculates its F&A cost rates and negotiates these with the U.S. Health and Human Services Audit Agency acting on behalf of all federal agencies. For the current rate agreement, go to <http://ora.umd.edu/resources/fa>.

F&A costs are calculated based on the project's Modified Total Direct Cost (MTDC). The MTDC is an adjusted figure and not always equal to the direct costs requested.

Calculating Modified Total Direct Costs

MTDC = Total Direct Costs minus the following:

- Individual items of equipment in excess of \$5000
- Computers in excess of \$1,000
- Capital expenditures (includes alterations and renovations)
- Tuition remission
- Rental costs of off-campus facilities
- The portion of individual subgrants and subcontracts over \$25,000
- Scholarships and fellowships

For more help with budgets, including a checklist of key budget categories, see the [Sponsored Research Handbook](#).

Need Proposal Help? Contact the Following ORA Personnel:

Your Contract Administrator

<http://ora.umd.edu/staff>

For assistance with electronic proposal systems, contact:

ORA's eRA HelpDesk

oraera@umd.edu

301-405-9743

FREQUENTLY ASKED QUESTIONS ABOUT GRANT APPLICATIONS

When proposal applications request...

Answer is...

Submitting Organization	University of Maryland (Do not list department name in this section.)	
General Business Address & Address for Official Correspondence	Office of Research Administration 3112 Lee Building College Park, Maryland, 20742-5141 Phone:(301) 405-6269 Fax: (301) 314-9569 E-mail:ora@umd.edu	
Type of Organization	State Institution of Higher Education	
Congressional District	MD-005	
Official Authorized to Sign Proposals	Check with your Contract Administrator, or enter: Wendy Montgomery, Director Office of Research Administration (ORA is the designated signing Official, DO NOT sign in these spaces.)	
Financial Contact and Sponsored Project Payment Address	Sponsored Programs Accounting & Compliance 4101 Chesapeake Building 4300 Terrapin Trail University of Maryland College Park, MD 20742-3141 Phone: (301) 405-2607 Fax: (301) 314-9889 E-mail: ocga@umd.edu	
Federal Cognizant Audit Agency	DHHS Office of Audit, Region III 150 South Independence Mall West, Suite 316 Philadelphia, PA 19106-3499 (215) 861-4470 Point of contact: Stephen Virbitsky	
Administrator or Business Administrator Contact Assigned to Department	List ORA Contract Administrator (CA) Name Refer to http://ora.umd.edu/staff	
Institutional Assurance Numbers	IRB FWA: 00005856 IACUC: A3270-01 OLAW: D16-00172 Use for PHS	
J1 Visa Designation Number	P-1-0793	
Principal Investigator, Project Director, or Technical Contact	Faculty member's name	
Campus Address	Faculty member's or Department's Address	
Employer Federal ID Number/IRS Number (also known as TIN)	52-6002033	
DHHS/PHS/Dept. of Ed. Entity ID Number (also known as EIN)	1520710851-A1 Use on Grants.gov forms for all DHHS, NIH, PHS, and Dept. of Ed. applications	
DUNS Number (Dun & Bradstreet Number)	79-093-4285	
CAGE Code (Commercial and Government Entity Code)	0UB92	
NAICS Code (North American Industry Classification System Code) (Formerly SIC - Standard Industrial Code)	611310	
DHHS-PHS PIN (Use for USDA-NIFA proposals) or ASAP Agency Location Code (ALC) (also for USDA-NIFA proposals)	6J84P 2451208 (Recipient ID)	
NIH Institutional Profile Number	820102	
NSF Institution Code	00-2103-0000	
FICE Code (Federal Interagency Committee on Education Code)	002103	
ONR Administrative Contracting Office	Office of Naval Research Atlanta Regional Office 100 Alabama St., NW Suite 4R15 Atlanta, GA 30303-3104 (404) 562-1600	Point of Contact: Nancy Camp campn@onr.navy.mil (404) 562-1604
Date of Facilities & Administrative Cost Agreement (Formerly Indirect Cost Rate Agreement)	July 25, 2013	
DS-2 Audit Date	June 24, 2015	
DCAA Accounting System Approval Date & Audit Number	August 12, 2009	Audit Number 9871-2009M17740018
Standard F&A Rates – calculated as percentage of Modified Total Direct Cost (MTDC) see website for additional rates: http://ora.umd.edu/resources/fa	52% On-Campus Research 27.5 % Off-Campus Adjacent 26% Off-Campus Remote	56% Instruction 38.5% Other Sponsored Activity 10% IPA
Fringe Benefits – there is no standard rate, actual costs are charged	Refer to http://ora.umd.edu/resources/benefits-stipends Generally, budget 25-30% of salary for full-time employees.	
Contact your ORA Contract Administrator for assistance if sponsor requires information not provided above.		

MANAGING Your Sponsored Research

Award Negotiations & Acceptance

Awards are received by the University of Maryland on behalf of the Principal Investigator (PI). While the PI assumes the responsibility for financial oversight and completion of the work, the University remains legally responsible for the award. Therefore, all awards must conform to University policy and procedure. Acceptance of an award requires a number of steps:

- ORA receives award notification from the sponsor.
- ORA reviews the terms and conditions. For some Request for Proposals (RFP's), the process may begin before an award is made.
- Sponsor-initiated pre-award negotiations require ORA to verify budget details and confirm all rates quoted in the proposal.
- ORA enters into formal negotiations with the sponsor, including reviewing and negotiating the terms and clauses such as copyrights, patents, indemnification, default and termination clauses, deliverable schedule, invoicing, data rights, etc.
- After all parties agree upon the contract's content, the University accepts the award.
- Once all terms are negotiated, and mutually acceptable, signatures are obtained from the sponsor and UM, and then an account can be created by Sponsored Programs Accounting and Compliance (SPAC).
- The Principal Investigator will receive an Award Transaction Notification generated by COEUS containing pertinent award information and the account number established for this project.

Start Date

The University is not authorized to spend funds prior to the official start. This date is predicated upon acceptance of all terms of the award by both parties (see below for possible exceptions). Effective dates for grants are usually set by the sponsor in the award. Faculty members have access to the funds as soon as the account number is issued by the Comptroller's Office. Contracts are not as predictable; in some cases the start date is specific and in others it is determined by the final signature date. The final signatory may be the University or the sponsor, depending on the contract.

Expenditures and Financial Records

Sponsored Programs Accounting and Compliance (SPAC) prepares and submits standard financial reports to the sponsor as required. Financial records are maintained in the Kualu Financial System (KFS). The Principal Investigator is responsible for assuring that all approved expenses in support of a project are properly charged to it. The Principal Investigator is expected to keep sufficient internal records to control expenditures, particularly those budgetary lines which may not be exceeded without special approval. For more information on maintaining financial records and generating reports, go to UMCP's Kualu Financial System.

Some federal sponsors have granted universities expanded authorities e.g. DOE, EPA, NIH, NASA, NSF, USDA. In these cases, the PI can request pre-award costs, travel costs, and no-cost extensions and ORA can approve these requests. [Advanced Account Number Authorization \(AANA\)](#) may be granted prior to an award's acceptance when there is a solid commitment from the sponsor. The PI's department assumes all risk in covering expenditures in advance of receipt of the award.

General Responsibilities

Individual departments manage award funds and initiate and monitor all expenditures. The University assumes legal responsibility for funded projects.

Faculty Responsibilities

- The PI is responsible for the management and conduct of research activities, including technical reporting activities.
- All technical reports and project deliverables are the full responsibility of the PI.
- The PI must also initiate correspondence with the sponsor's administrative or program manager to request programmatic or budgetary changes.
- All requests for budgetary changes must be sent through ORA for countersignature before submission to the sponsor.
- The PI must initiate requests to issue subawards for collaborations with external entities.

Personnel

Personnel assigned to sponsored projects, like all other personnel, must be appointed and compensated in keeping with State and University personnel rules. The U.S. Office of Management and Budget (OMB) requires that the University maintain records that will substantiate the effort of each individual charged to a sponsored project. Therefore, time records must be carefully maintained. For faculty, staff, and graduate assistants, effort is recorded on the Effort Report form distributed to each faculty investigator by the Office of Cost Accounting three times a year.

Subcontracts

In order to issue a subcontract, the Principal Investigator/Department must first submit the [Subaward Request Form](#) along with a proposed statement of work, detailed budget and budget justification and other relevant supporting documentation. ORA will prepare, negotiate and issue the subcontract. Once the subcontract has been signed by both the University and the subcontractor, the subcontract amount is encumbered in the project KFS account. For more information on subcontracting, go to <http://www.ora.umd.edu/resources/subcontract-manual>

In order for vendors to be paid, invoices from the subcontractor must be reviewed and approved by the PI/Department first, and then forwarded to the Accounts Payable Office for payment.

Policies and Specified Guidance

Faculty should be familiar with several key University Policies concerning research, including policies on:

- [Intellectual Property](#) and [Classified and Proprietary Work](#)
- [Conflict of Interest](#)
- [Export Control](#)
- [Roles and Responsibilities](#)

Research related University policies can be found on ORA's web site at:

<http://www.ora.umd.edu/resources/um-policies>

Frequently Asked Questions

How do I...

- **Learn more about the proposal process?**

The Sponsored Research Handbook provides an overview of the policies and procedures that apply to research at the University of Maryland. This handbook is available at:

<http://www.ora.umd.edu/proposal-development/sponsored-research-handbook>

- **Transfer my grant?**

Awards are granted to the Institution and not the individual PI. In order for an award to be transferred from one institution to another, the agency, Department Chair, and the sponsored projects office (ORA) must be notified. Learn more about transferring grants at:

<http://www.ora.umd.edu/resources/award-transfer>

- **Get my proposal routed through the University?**

A proposal must have the endorsement of campus officials and therefore requires signatures of department chairperson, college dean and authorized University official, which is delegated to the Office of Research Administration. Prior to submission to a sponsor, PIs or designee must obtain signatures of all PIs, Co-PIs, Department Chairpersons and College Dean prior to forwarding it to ORA for review and signature.

The Internal Routing Form for the University of Maryland is available at:

<http://www.ora.umd.edu/forms/umd>

- **Begin my research prior to the award date?**

An Advance Account Number Authorization (AANA) form must be completed and submitted to ORA. This form must bear the signatures of the PI and the Department Chair/Director. The AANA forms can be found at:

<http://www.ora.umd.edu/forms/umd>

- **Apply F&A costs?**

More information about applying F&A rates can be found in the Application of F&A Rates for Sponsored Projects document here:

<http://www.ora.umd.edu/sites/default/files/documents/um-resources/fa/application-of-fa.pdf>

The current F&A memo that outlines the F&A rates is available here:

<http://www.ora.umd.edu/resources/fa>

- **Find out how much money is left on my grant?**

Authorized users can access this information via UMCP's Quali Financial System. This system is located at <http://kualifinancial.umd.edu>.

- **Find my CA?**

Each department is assigned a Contract Administrator in ORA. To determine your Contract Administrator's name and contact information, use the ORA directory, available at: <http://www.ora.umd.edu/staff>

More FAQs

- **Am I an eligible PI?**

All tenured/tenure-track faculty and research scientists can be Principal Investigators. Employees or appointees affiliated with the University of Maryland (i.e. adjunct faculty, graduate assistants, and postdoctoral associates) may be PIs provided they have the endorsement of the department chairperson and dean. All PIs and Co-PIs must be listed on, and endorse, the internal routing form.

- **Do I need to get IRB approval?**

The Institutional Review Board (IRB) must review research involving human subjects. The purpose of the review is to help assure the protection of the rights and welfare of human subjects. More information about the IRB, including the policies and procedures, can be found at: <http://www.umresearch.umd.edu/RCO/IRB/>.

- **What is cost sharing and how do I deal with it?**

Cost sharing is the commitment of University of Maryland's resources to a sponsored project. Cost sharing should be included in the proposal only when required. More information, including the Cost Sharing Policy, can be found at: <http://www.ora.umd.edu/resources/cost-share>

- **My funder has publication restrictions – is this allowable?**

NO. It is the policy of the University of Maryland System that instruction, research, and services will be accomplished openly and without prohibitions on the publication and dissemination of the results of academic and research activities. For more information, you can consult the University System of Maryland Policy on Classified and Proprietary Work available at: <http://www.usmh.usmd.edu/regents/bylaws/SectionIV/IV220.html>. If you have questions about your publication rights, please contact your Contract Administrator in ORA.

- **What is involved in subcontracting?**

There are a number of procedures to be followed by ORA in the preparation and administration of University-issued sponsored project subcontracts. These subcontracts are issued by ORA when a contract from a prime sponsor incorporates work to be performed by a subcontractor. Access the subcontract manual here: <http://www.ora.umd.edu/resources/subcontract-manual>

We appreciate your feedback: please [let us know](#) how we can improve this guide for you.