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SPONSORED PROJECTS OVERVIEW, PART II:

THE PROPOSAL

MONIQUE ANDERSON, ASSISTANT DIRECTOR, ORA
MEREDITH TABOR, GRANTS & CONTRACTS COORDINATOR, PSYCHOLOGY
SALLY EGLOFF, ASSISTANT DIRECTOR, ORA
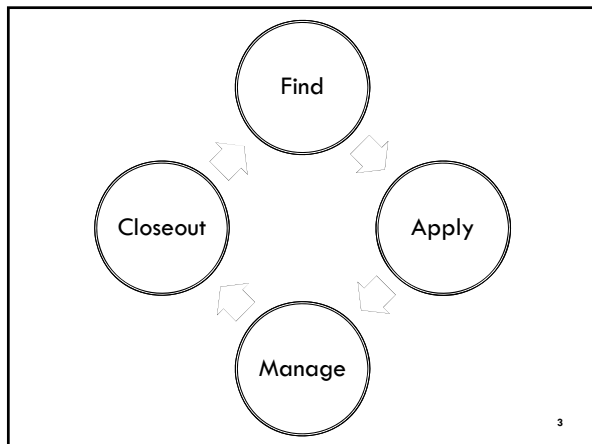
ORA Certification Program: Module II
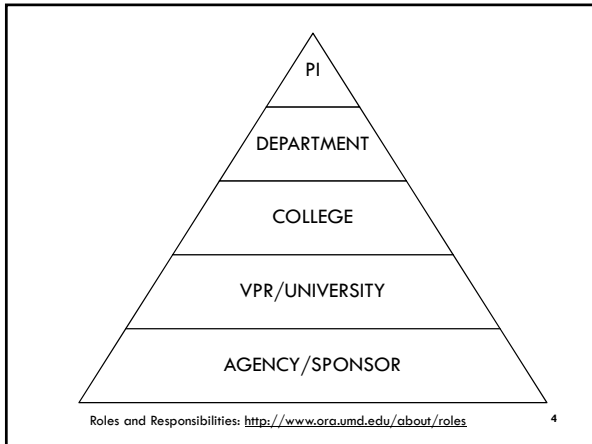

Goals of Part II: Sponsored Projects Overview

□ Recognize essential components of a research proposal

□ Become familiar with UM's routing process

□ Identify different types of electronic research administration (eRA) systems

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Find

Apply

Manage

Closeout

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PI

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Roles and Responsibilities: http://www.ora.umd.edu/about/roles   4

PI: Developing the Proposal

▢ Body of Proposal includes:
- ▢ Technical Narrative (Scope of Work or SOW)
- ▢ Budget
- ▢ Budget Justification
- ▢ Supplementary Documentation (CVs, Current & Pending Support, Subaward Documentation if applicable)

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Follow the sponsor guidelines

- ▢ Page limitations
- ▢ Font types and sizes
- ▢ Electronic file names
- ▢ Page numbers
- ▢ Budget limitations
- ▢ Project length limitations
- ▢ Required components of the Scope of Work

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Departments and Colleges

- Support the PI administratively
- Reads solicitation and/or guidelines
- Develop/review budgets
- Assess effort commitments
- Assess department/college resources and commitment
  - Personnel effort, including course credit
  - Cost share
  - Indirect cost waiver
  - Support of Graduate Assistants
- Project alignment with current goals and visions of the department/college
- Credit split
- Responsible for actual routing of the proposal
- Assembly of proposal
- Submission

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Proposal Development Resources

ORA's Quick Reference Guide
- Contains information to complete required forms
  http://ora.umd.edu/proposal-development/quick-reference-guide

Limited Submissions
- Identify those submissions where the University must select one or more to be submitted
  https://umd.infoready4.com/

More Resources Available at
  http://ora.umd.edu – Click on Proposal Development

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A proposal commits University resources and needs to be signed off on at each level

Project Director → Department Chair → Dean → ORA
ORA → UM Research Assurance Committees
Paper: Department sends to Sponsor
Electronic: ORA sends to sponsor

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To Route or Not to Route

When in Doubt – Ask Your Contract Administrator

Yes:

Proposals for grants, cooperative agreements, and contracts

White papers with institutional commitments (including budgets)

Revised budgets

Intergovernmental Personnel Assignments (IGPAs)

Non-disclosure Agreements (NDAs)

Material Transfer Agreements (MTAs)

Equipment Loan Agreements

It Depends:

Progress reports

White papers

Letters of Intent

Campus Nominations

Contact your Contract Administrator with any questions on routing procedures

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THE ROUTING FORM

This routing form has been updated on 23 March 2015. It supersedes ALL previous versions.

Office of Research Administration
INTERNAL ROUTING FORM FOR PROPOSALS
www.ora.umd.edu

☐ yes ☐ no Electronic Submission (e.g. Grants.gov).
☐ yes ☐ no Proposal contains draft technical narrative or other provisional material. Budget and cost sharing MUST be final with routed proposal.
☐ yes ☐ no Pre-proposal submission.
☐ yes ☐ no MPowering the State (MTS) proposal.

Please **complete this form in its entirety**, including signatures by Principal Investigator (PIs), Co-Principal Investigator(s), Department Chairperson/Director of administering unit, and Dean; send it and one copy of the proposal to ORA. Allow six (6) working days prior to the deadline for processing within ORA, **incomplete forms will delay review**. Call 301-405-6269 for assistance.

1. **Proposal Title:** _____
2. a. **Start Date:** _____ (mm/dd/yyyy)   b. **End Date:** _____ (mm/dd/yyyy)
3. **Proposal/Application Type:**
   ☐ New   ☐ Renewal   ☐ Continuation   ☐ Revision   ☐ Resubmission
   If not new: Related Proposal Number _____   Related KFS Number: _____
4. **Activity Type:**
   ☐ Research   ☐ Training/Instruction   ☐ Fellowship   ☐ IGPA   ☐ Service/Other Sponsored Activity
   ☐ Basic   ☐ Development
   ☐ Applied ☐ Clinical Trial
5. **Sponsor:**
   a. Contact Name and Address

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UM Routing Form

❑ The routing form gathers information about the proposal to assist in the review of the proposal at every level

❑ It allows for the data entry for each proposal/award

❑ Data generated from routing forms are used for campus wide reporting on sponsored projects

http://ora.umd.edu/forms/umd

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Designated Research Initiative Fund

- Credit percentages on routing forms affect DRIF returns
- Faculty on the project, with concurrence of associated department chairs and deans, determine the appropriate credit percentages during the proposal stage.
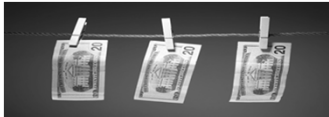
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ORA Review

- Getting your proposal to ORA
- Adherence to the solicitation
- Budget analysis
- Application of appropriate University policies
- Terms and conditions to be associated with the award

PI
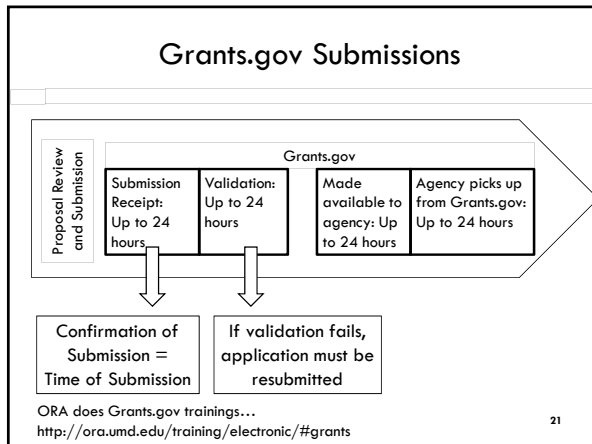DEPART-MENT
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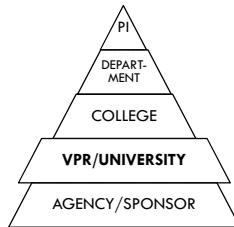
19

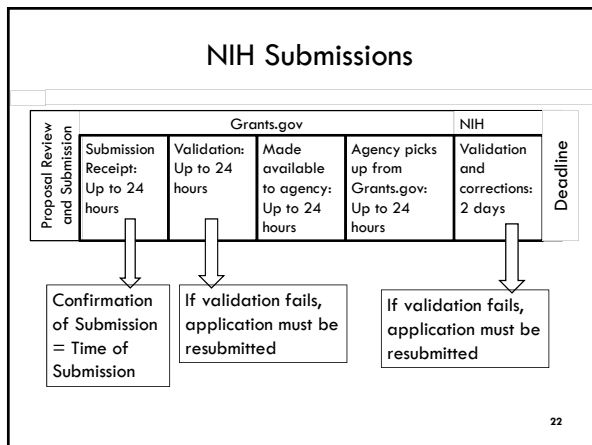## Timeline for submission

Routing Form: Allow six (6) working days prior to the deadline for processing within ORA

NIH/NSF Grants.gov applications: Uploaded 6 business days before deadlines

Electronic applications (other Grants.gov, NSF FastLane, NASA NSPIRES, Proposal Central): 24 hours before deadline

Other systems: contact your CA

Please allow time for review and submission

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Grants.gov Submissions

Proposal Review and Submission	Grants.gov			
	Submission Receipt: Up to 24 hours	Validation: Up to 24 hours	Made available to agency: Up to 24 hours	Agency picks up from Grants.gov: Up to 24 hours

Confirmation of Submission = Time of Submission

If validation fails, application must be resubmitted

ORA does Grants.gov trainings…
http://ora.umd.edu/training/electronic/#grants

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NIH Submissions

Proposal Review and Submission	Grants.gov				NIH	Deadline
	Submission Receipt: Up to 24 hours	Validation: Up to 24 hours	Made available to agency: Up to 24 hours	Agency picks up from Grants.gov: Up to 24 hours	Validation and corrections: 2 days	

Confirmation of Submission = Time of Submission

If validation fails, application must be resubmitted

If validation fails, application must be resubmitted

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Avoiding issues

- Know the **system** – come to training, encourage others to attend too
- Know the **solicitation** – read and follow the solicitation and system guidelines
- Know the **process** – contact your Contract Administrator with questions
- Start early and ask questions

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Avoiding issues

□ **E-systems info on ORA's site:**

□ http://ora.umd.edu/esubmissions/esystems

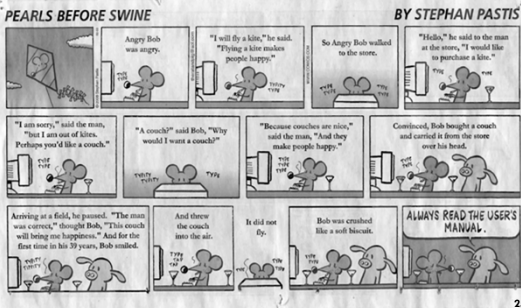| Proposal Submission:	Award Management:
Department of Education – G5 Grants.gov NASA – NSPIRES NSF – FastLane Department of Energy – ARPAe and Fed Connect Proposal Central	Department of Education – G5 NASA – NSPIRES NOAA – Grants Online NSF – FastLane/Research.gov NIH – eRA Commons Department of Justice - GMS

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Avoiding issues

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Sample errors

□ Version of Adobe Reader for Grants.gov applications
□ Missing attachments
□ Incorrect file names
□ Incorrect file formats
□ Page length/formatting issues
□ Not following budget limitations
□ PI/Co-PIs not having accounts in systems
□ Using et.al in NSF references, yes really
□ Special Characters

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It's not too late for training!

Upcoming trainings:

- Coeus Basics – Nov 3 – 9:30am-12:00pm
- Coeus Ad Hoc Reports – Nov 17– 10:00am-11:30am
- Grants.gov – Nov 19– 10:00am-12:15pm

Space is limited. Please go to
http://ora.umd.edu/training/electronic/ to register or
to see additional dates and times.

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Where do the data go?

- □ Coeus:
- □ Proposals, Awards, Award Notices, Subawards
- □ Warehouse on the Web:
- □ Proposal and Award activity at department, college and university level, Credit based reports
- □ Campus Reports:
- □ University System, NSF Higher Education Research and Development, Faculty Activity Reports, DRIF allocation
- □ http://ora.umd.edu/data-reports

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Questions?

- □ Find your Contract Administrator:
- □ http://www.ora.umd.edu/staff

- □ Coeus issues:
- □ Coeus-help@umd.edu

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