| Prepare to Apply | Find funding opportunity  
Register for SPIN Plus ([https://spin.infoedglobal.com](https://spin.infoedglobal.com)) to receive funding alerts. | Know unit procedures  
In some units, Investigators will create the proposal in Kuali Research, in other units administrators will work with Investigators to create the proposal in Kuali Research. |
|------------------|---------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
|                  | Create or update profiles in electronic systems  
Update profiles in NSF Research.gov, NIH eRA Commons, NASA NSPIRES, etc. | Attend training sessions  
Kuali Research trainings are offered regularly and system-specific trainings can be provided. |
| Develop Proposal | Prepare proposal  
Refer to the sponsor’s directions for content and formatting guidelines. | Acquire and complete required information  
Complete information in Kuali Research. For applications that require Grants.gov submissions, link the System to System opportunity to the proposal in Kuali Research. |
|                  | Attachments  
Complete required information for UMD routing and attach final budget, justification, solicitation, and subaward documentation.  
The technical internal attachments, and System to System proposal attachments may be in draft form and replaced during routing by the proposal creator or proposal aggregator. Two ORA placeholder attachments must be included. | Questions?  
Contact your Contract Administrator ([http://ora.umd.edu/staff](http://ora.umd.edu/staff)). |
| Investigator Certification | All UMD Personnel with the role of Investigator must complete the Certification questions in Kuali Research  
All University of Maryland investigators, including Principal Investigator, Multiple Principal Investigators, and Co-Investigators, must certify the proposal in Kuali Research. | Submit proposal for Approval in Kuali Research.  
Proposal will move from Lead unit to College to ORA for approval using established routing maps for review and approval by Department Chairperson/Unit Head or designee of administering unit and the next higher level of authority within the school of the administering unit; ex. Dean or VP or designee.  
ORA provides the final University-authorized signature. |
| Route for Approval & Deadlines | Deadlines  
Be sure to allow enough time for review. Complex proposals, proposals involving multiple departments or multiple institutions, Requests for Proposals (RFPs), or proposals that include cost sharing may take longer to review.  
All Proposals should be completely approved in Kuali Research up to the ORA stop 6 business days before submission.  
Grants.gov proposals for NIH and NSF should be final 6 business days before the deadline, including all attachments.  
For all other proposals, all attachments in Kuali Research should be final and marked as complete at least 24 hours before the deadline.  
Proposals where the PI provides submit access to ORA (e.g. NSF FastLane, NASA NSPIRES) must have this access granted to the final proposal at least 24 hours before the deadline. | Submit to Sponsor  
Hard copy proposals – ORA will notify the department for pickup so department can mail to the sponsor.  
Electronic proposals – ORA will submit to sponsor. |
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<tr>
<th><strong>FREQUENTLY ASKED QUESTIONS ABOUT GRANT APPLICATIONS</strong></th>
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<tr>
<td><strong>When proposal applications request...</strong></td>
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<tr>
<td><strong>Submitting Organization</strong></td>
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</table>
| **General Business Address & Address for Official Correspondence** | Office of Research Administration  
3112 Lee Building 7809 Regents Drive  
College Park, Maryland, 20742-5141  
Phone: (301) 405-6269 Fax: (301) 314-9569 E-mail: oraa@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 Program 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: spac@umd.edu |
| **Federal Cognizant Audit Agency** | Grants Finance and Administration Services, Program Support Center  
U.S. Department of Health and Human Services  
7700 Wisconsin Ave., Suite 2300  
Bethesda, MD 20857  
(301) 492-4858  
Point of Contact: Steven Zuraf, Branch Chief |
| **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  
IACUC 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 Information (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  
Boston Regional Office  
495 Summer St. Rm 627  
Boston, MA 02210  
(617) 753-4004  
Point of Contact: Administrative Contracting Officer  
(617) 753-4617  
ONR_Boston@navy.mil |
| **Date of Facilities & Administrative Cost Agreement** | May 29, 2019 |
| **DS-2 Date** | July 1, 2019 |
| **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:** | 54.5% On-Campus Research  
27.5% Off-Campus Adjacent  
26% Off-Campus Remote  
57% DOD Contract On-Campus Research  
30% DOD Contract Off-Campus Adjacent  
28.5% DOD Contract Off-Campus Remote |
| **Fringe Benefits - rates effective as of 07/01/19** | Refer to http://ora.umd.edu/resources/benefits-stipends  
Staff-35.4%; Faculty-29.3%; Limited Benefits-24.3%; Legislated Benefits-5.4% |

Contact your ORA Contract Administrator for assistance if sponsor requires information not provided above.