## 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 ([https://ora.umd.edu/staff](https://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.

## Route for Approval & Deadlines

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.

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 the department can mail to the sponsor.

Electronic proposals - ORA will submit to sponsor.
**FREQUENTLY ASKED QUESTIONS ABOUT GRANT APPLICATIONS**

When proposal applications request... | Answer is...
---|---
Submitting Organization | University of Maryland, College Park (Do not list department name)
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
Administrator or Business Administrator Contact Assigned to Department | List ORA Contract Administrator (CA) Name  
Refer to [http://ora.umd.edu/staff](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 | Amended DS2 Effective 7/1/19
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](http://ora.umd.edu/resources/fa)  
54.5% On-Campus Research  
27.5% Off-Campus Adjacent  
28% Off-Campus Remote  
56% Instruction  
39.5% Other Sponsored Activity  
10% IPA  
30% DOD Contract On-Campus Research  
30% DOD Contract Off-Campus Adjacent  
28.5% DOD Contract Off-Campus Remote
Fringe Benefits - rates effective as of 07/01/21 | Refer to [http://ora.umd.edu/resources/benefits-stipends](http://ora.umd.edu/resources/benefits-stipends)  
Staff-36%;  
Faculty-29.7%; Limited Benefits-27.8% Legislated Benefits-7.7%

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

Last updated June 11, 2021