

Office of Research Administration  
University of Maryland, College Park  
Quick Reference Guide for Proposal Development

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

<p><b>Prepare to Apply</b></p> <p style="text-align: center;">↓</p>	<p><b>Find funding opportunity</b> Register for SPIN Plus (<a href="https://spin.infoedglobal.com">https://spin.infoedglobal.com</a>) to receive funding alerts.</p> <p><b>Know unit procedures</b> 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.</p> <p><b>Create or update profiles in electronic systems</b> Update profiles in NSF Research.gov, NIH eRA Commons, NASA NSPIRES, etc.</p> <p><b>Attend training sessions</b> Kuali Research trainings are offered regularly and system-specific trainings can be provided.</p>
<p style="text-align: center;">↓</p> <p><b>Develop Proposal</b></p> <p style="text-align: center;">↓</p>	<p><b>Prepare proposal</b> Refer to the sponsor's directions for content and formatting guidelines.</p> <p><b>Acquire and complete required information</b> Complete information in Kuali Research. For applications that require Grants.gov submissions, link the System to System opportunity to the proposal in Kuali Research.</p> <p><b>Attachments</b> 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.</p> <p><b>Questions?</b> Contact your Contract Administrator (<a href="https://ora.umd.edu/staff">https://ora.umd.edu/staff</a>).</p>
<p style="text-align: center;">↓</p> <p><b>Investigator Certification</b></p> <p style="text-align: center;">↓</p>	<p><b>All UMD Personnel with the role of Investigator, must complete the Certification questions in Kuali Research</b> All University of Maryland investigators, including Principal Investigator, Multiple Principal Investigators, and Co-Investigators, must certify the proposal in Kuali Research.</p>
<p style="text-align: center;">↓</p> <p><b>Route for Approval &amp; Deadlines</b></p> <p style="text-align: center;">↓</p>	<p><b>Submit proposal for Approval in Kuali Research.</b> 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.</p> <p><b>Deadlines</b> 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.</p>
<p style="text-align: center;">↓</p> <p><b>Submit to Sponsor</b></p>	<p><b>Hard copy proposals</b> - ORA will notify the department for pickup so the department can mail to the sponsor.</p> <p><b>Electronic proposals</b> - ORA will submit to sponsor.</p>

## FREQUENTLY ASKED QUESTIONS ABOUT GRANT APPLICATIONS

When proposal applications request...

Answer is...

<b>Submitting Organization</b>	University of Maryland, College Park (Do not list department name)
<b>General Business Address &amp; Address for Official Correspondence</b>	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: <a href="mailto:oraa@umd.edu">oraa@umd.edu</a>
<b>Type of Organization</b>	State Institution of Higher Education
<b>Congressional District</b>	MD-004
<b>Official Authorized to Sign Proposals</b>	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.)
<b>Financial Contact and Sponsored Project Payment Address</b>	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: <a href="mailto:spac@umd.edu">spac@umd.edu</a>
<b>Federal Cognizant Audit Agency</b>	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) 492-4855 Point of Contact: Lucy Siow
<b>Administrator or Business Administrator Contact Assigned to Department</b>	List ORA Contract Administrator (CA) Name Refer to <a href="http://ora.umd.edu/staff">http://ora.umd.edu/staff</a>
<b>Institutional Assurance Numbers</b>	IRB FWA: 00005856 IACUC: A3270-01 IACUC OLAW: D16-00172 Use for PHS
<b>J1 Visa Designation Number</b>	P-1-0793
<b>Principal Investigator, Project Director, or Technical Contact</b>	Faculty member's name
<b>Campus Address</b>	Faculty member's or Department's Address
<b>Employer Federal ID Number/IRS Number (also known as TIN)</b>	52-6002033
<b>DHHS/PHS/Dept. of Ed. Entity ID Number (also known as EIN)</b>	1520710851-A1 Use on Grants.gov forms for all DHHS, NIH, PHS, and Dept. of Ed. applications
<b>Unique Entity Identifier</b>	NPU8ULVAAS23
<b>CAGE Code (Commercial and Government Entity Code)</b>	0UB92
<b>NAICS Code (North American Industry Classification System Code) (Formerly SIC - Standard Industrial Code)</b>	611310
<b>DHHS-PHS PIN (Use for USDA-NIFA proposals) or ASAP Information (also for USDA-NIFA proposals)</b>	6J84P 2451208 (Recipient ID)
<b>NIH Institutional Profile Number</b>	820102
<b>NSF Institution Code</b>	00-2103-0000
<b>FICE Code (Federal Interagency Committee on Education Code)</b>	002103
<b>ONR Administrative Contracting Office</b>	Point of Contact: Administrative Contracting Officer (617) 753-4617 <a href="mailto:ONR_Boston@navy.mil">ONR_Boston@navy.mil</a>
<b>Date of Facilities &amp; Administrative Cost Agreement</b>	June 23, 2022
<b>DS-2 Date</b>	Amended DS2 Effective 06/22/22
<b>DCAA Accounting System Approval Date &amp; Audit Number</b>	Jan 6, 2023 Audit Number 1221-2023A17740001
<b>Standard F&amp;A Rates - calculated as percentage of Modified Total Direct Cost (MTDC) see website for additional rates: <a href="http://ora.umd.edu/resources/fa">http://ora.umd.edu/resources/fa</a></b>	FY 2024-2026 56% On-Campus Research 27.5% Off-Campus Adjacent 26% Off-Campus Remote 58.5% DOD Cont On-Campus 31.5% DOD Cont Off-Campus Adjacent 30% DOD Cont Off-Campus Remote 53% Instruction 40% Other Sponsored Activity 11% IPA
<b>Fringe Benefits - rates effective as of 07/01/23</b>	Refer to <a href="http://ora.umd.edu/resources/benefits-stipends">http://ora.umd.edu/resources/benefits-stipends</a> Staff-36.9%; Faculty-30.7%; Limited Benefits-25.5% Legislated Benefits-6.4%
Contact your ORA Contract Administrator for assistance if sponsor requires information not provided above.	