Prepare to Apply	**Find funding opportunity**
	    Register for SPIN Plus (https://spin.infoedglobal.com) to receive funding alerts.
	Obtain necessary software
	    Review funding opportunity to determine if PDF generator or viewer software is needed.
	Create or update profiles in electronic systems
	    Update profiles in NSF FastLane, NIH eRA Commons, NASA NSPIRES, etc.
	Attend training sessions
	    Grants.gov 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 forms
	    Complete required forms. For applications that require Grants.gov submissions, download the Grant Application Package from Grants.gov.
	Questions?
	    Contact your Contract Administrator (http://ora.umd.edu/staff).

Acquire Approvals	**Complete the Internal Routing Form**
	http://ora.umd.edu/forms/umd
	Obtain signatures of approval from:
	    Principal Investigator
	    Co-Principal Investigator(s)
	    Department Chairperson/Unit Head or designee of administering unit
	    Next higher level of authority within school of administering unit; ex. Dean or VP of administering unit.

Route to ORA	**Route completed Routing Form and proposal to ORA for review and approval**.
	    ORA provides the final University-authorized signature. Upload completed, and signed, Routing Form and final proposal to ORA's site:
	    http://ora.umd.edu/esubmissions/proposalupload
	    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.
	Routing Proposals for Electronic Submission
	    Route 1 hard copy of the proposal and complete signed Routing Form to ORA 6 business days before submission.
	    Upload complete and final Grants.gov electronic proposals to http://ora.umd.edu/esubmissions/grantsgov no later than 48 hours before deadline Grants.gov proposals for NIH and NSF are required to be uploaded 6 business days before the deadline.
	    OR
	    Provide submit access to proposals at least 24 hours before deadline in systems where PI prepares the proposal online, ex. NSF FastLane.

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.

For assistance contact your Contract Administrator or the eRA Help Desk (5-6263).

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 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 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.		