### 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](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](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](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...

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<thead>
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<th><strong>Answer is...</strong></th>
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<tr>
<td>University of Maryland  (Do not list department name in this section.)</td>
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#### 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
  - 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

#### 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:

- 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.