### Prepare to Apply
- **Find funding opportunity**
  - Register for SPIN Plus ([https://spin.infoedglobal.com](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](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...  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
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  July 25, 2013
(Formerly Indirect Cost Rate Agreement)

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

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<th>F&amp;A Rate</th>
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<tr>
<td>54.5%</td>
<td>On-Campus Research</td>
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<td>Off-Campus Adjacent</td>
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<tr>
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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.