| Prepare to Apply | Find funding opportunity  
Register for SPIN Plus [http://www.infoedglobal.com](http://www.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 original signed proposal and one copy to ORA for review and approval.  
ORA provides the final University-authorized signature.  
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. |
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
</table>
| **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:  
Antoinette Lawson, Director  
Office of Research Administration  
(ORA is the designated signing Official, DO NOT sign in these spaces.) |
| **Financial Contact and Sponsored Project Payment Address** | Office of Contract & Grant Accounting  
4101 Chesapeake Building 4300 Terrapin Trail  
University of Maryland  
College Park, MD 20742-3141  
Phone: (301) 405-2607  
Fax: (301) 314-9889  
E-mail: ocga@umd.edu |
| **Federal Cognizant Audit Agency** | DHHS Office of Audit, Region III  
150 South Independence Mall West, Suite 316  
Philadelphia, PA 19106-3499  
(215) 861-4470  
Point of contact: Stephen Virbitsky |
| **Institutional Assurance Numbers** | IRB FWA: 00005856  
ACUC: A3270-01  
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): June 28, 2012  
DS-2 Audit Date: January 10, 2005  
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  
Generally, budget 25-30% of salary for full-time employees.  
Contact your ORA Contract Administrator for assistance if sponsor requires information not provided above. |