SPONSORED PROJECTS OVERVIEW, PART II:
THE PROPOSAL

MONIQUE ANDERSON, ASSISTANT DIRECTOR, ORA
MEREDITH TABOR, GRANTS & CONTRACTS COORDINATOR, PSYCHOLOGY
SALLY EGLOFF, ASSISTANT DIRECTOR, ORA

ORA Certification Program: Module II

Goals of Part II: Sponsored Projects Overview

- Recognize essential components of a research proposal
- Become familiar with UM’s routing process
- Identify different types of electronic research administration (eRA) systems

Find

Closeout

Apply

Manage
PI: Developing the Proposal

- Body of Proposal includes:
  - Technical Narrative (Scope of Work or SOW)
  - Budget
  - Budget Justification
  - Supplementary Documentation (CVs, Current & Pending Support, Subaward Documentation if applicable)

Follow the sponsor guidelines

- Page limitations
- Font types and sizes
- Electronic file names
- Page numbers
- Budget limitations
- Project length limitations
- Required components of the Scope of Work
Departments and Colleges

- Support the PI administratively
- Reads solicitation and/or guidelines
- Develop/review budgets
- Assess effort commitments
- Assess department/college resources and commitment
- Personnel effort, including course credit
- Cost share
- Indirect cost waiver
- Support of Graduate Assistants
- Project alignment with current goals and visions of the department/college
- Credit split
- Responsible for actual routing of the proposal
- Assembly of proposal
- Submission

Proposal Development Resources

ORA’s Quick Reference Guide
- Contains information to complete required forms
  http://ora.umd.edu/proposal-development/quick-reference-guide

Limited Submissions
- Identify those submissions where the University must select one or more to be submitted
  https://umd.infoready4.com/

More Resources Available at
  http://ora.umd.edu – Click on Proposal Development

A proposal commits University resources and needs to be signed off on at each level

- Project Director
- Department Chair
- Dean
- ORA
- UM Research Assurance Committees
- Paper
- Electronic
- Department sends to Sponsor
- ORA sends to sponsor
To Route or Not to Route
When in Doubt – Ask Your Contract Administrator

Yes:
- Proposals for grants, cooperative agreements, and contracts
- White papers with institutional commitments (including budgets)
- Revised budgets
- Intergovernmental Personnel Assignments (IGPAs)
- Non-disclosure Agreements (NDAs)
- Material Transfer Agreements (MTAs)
- Equipment Loan Agreements

It Depends:
- Progress reports
- White papers
- Letters of Intent
- Campus Nominations

Contact your Contract Administrator with any questions on routing procedures

THE ROUTING FORM

UM Routing Form

- The routing form gathers information about the proposal to assist in the review of the proposal at every level
- It allows for the data entry for each proposal/award
- Data generated from routing forms are used for campus wide reporting on sponsored projects

http://ora.umd.edu/forms/umd
Designated Research Initiative Fund

- Credit percentages on routing forms affect DRIF returns
- Faculty on the project, with concurrence of associated department chairs and deans, determine the appropriate credit percentages during the proposal stage.

ORA Review

- Getting your proposal to ORA
- Adherence to the solicitation
- Budget analysis
- Application of appropriate University policies
- Terms and conditions to be associated with the award

Timeline for submission

Routing Form: Allow six (6) working days prior to the deadline for processing within ORA

NIH/NSF Grants.gov applications: Uploaded 6 business days before deadlines

Electronic applications (other Grants.gov, NSF FastLane, NASA NSPIRES, Proposal Central): 24 hours before deadline

Other systems: contact your CA

Please allow time for review and submission
11/4/2015

Grants.gov Submissions

- Submission Receipt: Up to 24 hours
- Validation: Up to 24 hours
- Made available to agency: Up to 24 hours
- Agency picks up from Grants.gov: Up to 24 hours

Confirmation of Submission = Time of Submission
If validation fails, application must be resubmitted

ORA does Grants.gov trainings...
http://ora.umd.edu/training/electronic/#grants

NIH Submissions

- Submission Receipt: Up to 24 hours
- Validation: Up to 24 hours
- Made available to agency: Up to 24 hours
- Agency picks up from Grants.gov: Up to 24 hours
- Validation and corrections: 2 days
- Deadline

Confirmation of Submission = Time of Submission
If validation fails, application must be resubmitted

Avoiding issues

- Know the system – come to training, encourage others to attend too
- Know the solicitation – read and follow the solicitation and system guidelines
- Know the process – contact your Contract Administrator with questions
- Start early and ask questions
Avoiding issues

- E-systems info on ORA's site:
  - http://ora.umd.edu/submission/eSystems

Proposal Submission:
- Department of Education – G5
- Grants.gov
- NASA – NSPIRES
- NSF – FastLane
- Department of Energy – ARPAe and Fed Connect
- Proposal Central

Award Management:
- Department of Education – G5
- NASA – NSPIRES
- NOAA – Grants Online
- NSF – FastLane/Research.gov
- NIH – eRA Commons
- Department of Justice - GMS

Sample errors

- Version of Adobe Reader for Grants.gov applications
- Missing attachments
- Incorrect file names
- Incorrect file formats
- Page length/formatting issues
- Not following budget limitations
- PI/Co-PIs not having accounts in systems
- Using et.al in NSF references, yes really
- Special Characters
It's not too late for training!

Upcoming trainings:

- Coeus Basics – Nov 3 – 9:30am-12:00pm
- Coeus Ad Hoc Reports – Nov 17– 10:00am-11:30am
- Grants.gov – Nov 19– 10:00am-12:15pm

Space is limited. Please go to http://ora.umd.edu/training/electronic/ to register or to see additional dates and times.

Where do the data go?

- **Coeus**: Proposals, Awards, Award Notices, Subawards
- **Warehouse on the Web**: Proposal and Award activity at department, college and university level, Credit based reports
- **Campus Reports**: University System, NSF Higher Education Research and Development, Faculty Activity Reports, DRIF allocation
  - http://ora.umd.edu/data-reports

Questions?

- Find your Contract Administrator:
  - http://www.ora.umd.edu/staff
- Coeus issues:
  - Coeus-help@umd.edu