

Prepare to Apply	<p>Find funding opportunity Register for Community of Science (www.cos.com) to receive funding alerts.</p> <p>Obtain necessary software Review funding opportunity to determine if PDF generator or viewer software is needed.</p> <p>Create or update profiles in electronic systems Update profiles in NSF FastLane, NIH eRA Commons, NASA NSPIRES, etc.</p> <p>Attend training sessions Grants.gov trainings are offered regularly and system-specific trainings can be requested. Refer to Workshops & Training section of ORAA's website.</p>
↓	<p>Develop Proposal</p> <p>Prepare proposal Refer to the sponsor's directions for formatting and content information for the proposal.</p> <p>Acquire and complete required forms Complete required forms. For paper submissions, there are some pre-populated forms on ORAA's Forms section of the website. For applications that require Grants.gov submissions, download the Grant Application Package from Grants.gov.</p> <p>Questions? Contact your Contract Administrator www.umresearch.umd.edu/ORAA/about/directory.html.</p>
↓	<p>Acquire Approvals</p> <p>Complete the Internal Routing Form www.umresearch.umd.edu/ORAA/forms/umoraa.html#9</p> <p>Obtain signatures of approval from: Principal Investigator Co-Investigator(s) Department Chairperson(s) or designee(s) Next higher level of authority within school; ex. Dean(s) or VP(s)</p> <p>All departmental units involved in a proposal must have the endorsements of their department Chairs and Deans.</p>
↓	<p>Route to ORAA</p> <p>Route original signed proposal and two copies to ORAA for review and approval. ORAA 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.</p> <p>Routing Proposals for Electronic Submission Route 2 hard copies of the proposal and complete signed Routing Form to ORAA 6 business days before submission. Upload complete and final Grants.gov proposals to www.umresearch.umd.edu/ORAA/upload no later than 48 hours before deadline (6 business days is required for NIH and NSF proposals that require submission via Grants.gov). OR Provide submit access to proposals at least 24 hours before deadline in systems where PI prepares the proposal online, ex. NSF FastLane.</p>
↓	<p>Submit to Sponsor</p> <p>Hard copy proposals – ORAA will notify the department for pickup so department can mail to the sponsor.</p> <p>Electronic proposals – ORAA will submit to sponsor.</p>

FREQUENTLY ASKED QUESTIONS ABOUT GRANT APPLICATIONS
(Facts that will help you fill out proposal application forms)

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 Phone Fax E-mail	Research Admin. & Advancement 3112 Lee Building College Park, Maryland, 20742-5141 Phone:(301) 405-6269 Fax: (301) 314-9569 E-mail:ora@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, Associate Director Office of Research Admin. and Advancement (ORAA 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 University of Maryland College Park, MD 20742 (301) 405-2607
Federal Cognizant Audit Agency	DHHS Office of Audit, Region III 150 South Independence Mall West, Suite 316 Philadelphia, PA 19106-3499 (202) 401-2762 Point of contact: Brian Caudill
Administrator or Business Administrator Contact Assigned to Department	List ORAA Contract Administrator (CA) Name Consult http://www.umresearch.umd.edu/ORAA/about/directory.html to determine your CA.
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	52-6002033
DHHS/PHS/Dept. of Ed. Entity ID Number	1520710851-A1
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
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
Date of Facilities & Administrative Cost Agreement Formerly Indirect Cost Rate Agreement	March 2, 2007
DS-2 Audit Date	January 10, 2005
Standard F&A Rates for Research – calculated as percentage of Modified Total Direct Cost (MTDC)	On-campus 50% Off-campus remote (greater than 50 miles from College Park) 26% Off-campus adjacent (less than 50 miles from College Park) 27.5%
Fringe Benefits – there is no standard rate, actual costs are charged	Refer to www.umresearch.umd.edu/ORAA/administrator/benefits.html Generally, budget 25-30% of salary for full-time employees.
Sponsors also may request very detailed tax, employer, and facilities & administrative cost rate information. Contact your ORAA Contract Administrator for assistance.	

Start proposals for electronic submission early –
For assistance call your Contract Administrator or the eRA Help Desk (5-6263).

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