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| 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 the Training section of ORAA's website.</p> |
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| Develop Proposal | <p>Prepare proposal Refer to the sponsor's directions for content and formatting guidelines.</p> <p>Acquire and complete required forms Complete required forms. For applications that require Grants.gov submissions, download the Grant Application Package from Grants.gov. For paper submissions, there are some pre-populated forms on ORAA's Forms section of the website.</p> <p>Questions? Contact your Contract Administrator www.umresearch.umd.edu/ORAA/oraa/staff_directory.html.</p> |
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| Acquire Approvals | <p>Complete the Internal Routing Form www.umresearch.umd.edu/ORAA/form/um_oraa_forms.html</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> |
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| Route to ORAA | <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 electronic proposals to www.umresearch.umd.edu/ORAA/esubmission/upload/index.cfm 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.</p> <p>OR Provide submit access to proposals at least 24 hours before deadline in systems where PI prepares the proposal online, ex. NSF FastLane.</p> |
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| Submit to Sponsor | <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...

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| 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 <u>Phone:</u> (301) 405-6269 <u>Fax:</u> (301) 314-9569 <u>E-mail:</u> 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, 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 www.umresearch.umd.edu/ORAA/oraa/staff_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 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 |
| 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/um_references/basic_references/benefits_stipends/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).