

ROUTING PROPOSALS – AN OVERVIEW FROM THE CAHSS DEAN’S OFFICE

Overall:

The Dean’s Office is here to help. We all want you to produce the best possible proposals.

Route early. The approval process takes time.

CAHSS Dean’s Office Grant Routing Contact: Jesse Mashbaum, Business Manager - # 51772

Points of Information:

1. The purpose of routing:

From the PI Handbook, distributed by the Office of Sponsored Programs:

Funding agencies make awards to organizations and not to individuals. UMBC requires any proposal prepared by a faculty, staff member, or student to be submitted in the name of UMBC. Thus, there is a need for institutional review, approval, and official authorization of proposals and awards by someone legally empowered to make commitments on behalf of the university. The PI does not have the authority to commit university resources, permit the use of the UMBC name or logo, or enter into contractual arrangements that commit UMBC, etc.

2. What needs to be routed:

Any application for external funding in which ANY of the following applies:

- Funds will be awarded to the University
- Faculty member's responsibilities to the University will be affected
- Faculty member plans to request a formal leave (e.g. fellowship leave) from the University
- Awarded funds will flow through (i.e. be administered by) the University

3. What doesn’t need to be routed:

Any application or proposal for external funding in which ALL of the following apply:

- Funds are not awarded to UMBC
- Funds are not administered by UMBC
- PI responsibilities to the sponsor if awarded will not impinge upon their responsibilities to UMBC

NOTE: If you will list the project in the Faculty Annual Report (FAR)/Digital Measures, it most likely needs to be documented with a Small Grants Form. Complete and submit to Jesse using:

- CAHSS Small Grants Cover Sheet – (<http://cahss.umbc.edu/files/2014/08/SMALL-GRANTS-FORM.pdf>)

4. The steps in the process: PI [or PIs] → Chair → PI → CAHSS → OSP

5. Timing: Routing Packets should be received in CAHSS one week prior to grant due date

6. What has to be in the Routing Packet:

(a) Routing Form with all information (deadline date, project title, contact person information, type of activity [research, training, other], grant/contract/other [e.g. faculty fellowship], project dates, F&A, Cost Share, etc.)

(b) One-page proposal summary

(c) Budget (preferably an Excel spreadsheet)

(d) Budget Justification (or Narrative) with Scope of Work

(e) Copy of (or link to) RFP, program announcement, etc.

(f) F&A Waiver Form, Cost Share form, etc. (see OSP website for forms, policies)

(g) IRB approval (protocol approval number)

(h) Other important information (subcontracts, collaborators, complications, etc.)

7. Cost Share: IMPORTANT - Make sure to talk to Jesse IN ADVANCE if Cost Share is required

8. Subcontracts:

- be clear who is subcontractor and who is prime

- if UMBC is subcontractor to another university with Federal funding, the other university is the sponsor for routing purposes

- if another institution will be subcontractor to UMBC, include letter of commitment from and contact information for sponsored programs office at the other institution

9. Training for PI's is available online (PIRATE) and REQUIRED for all NEW FACULTY

What the Dean's Office looks for when reviewing a routing packet:

1. Completeness

2. Internal consistency, miscalculations, typos

3. Salaries and effort handled correctly (faculty status, eligibility, etc.)

4. Use of GRA's and UGRA's handled correctly (correct pay or stipend rates, GRA tuition and health insurance addressed, etc.)

5. Cost Share? Who is responsible? Are financial commitments reasonable?

6. Compliance with Federal, state, USM policies (esp. F&A calculated correctly, employment policies being followed, etc.)