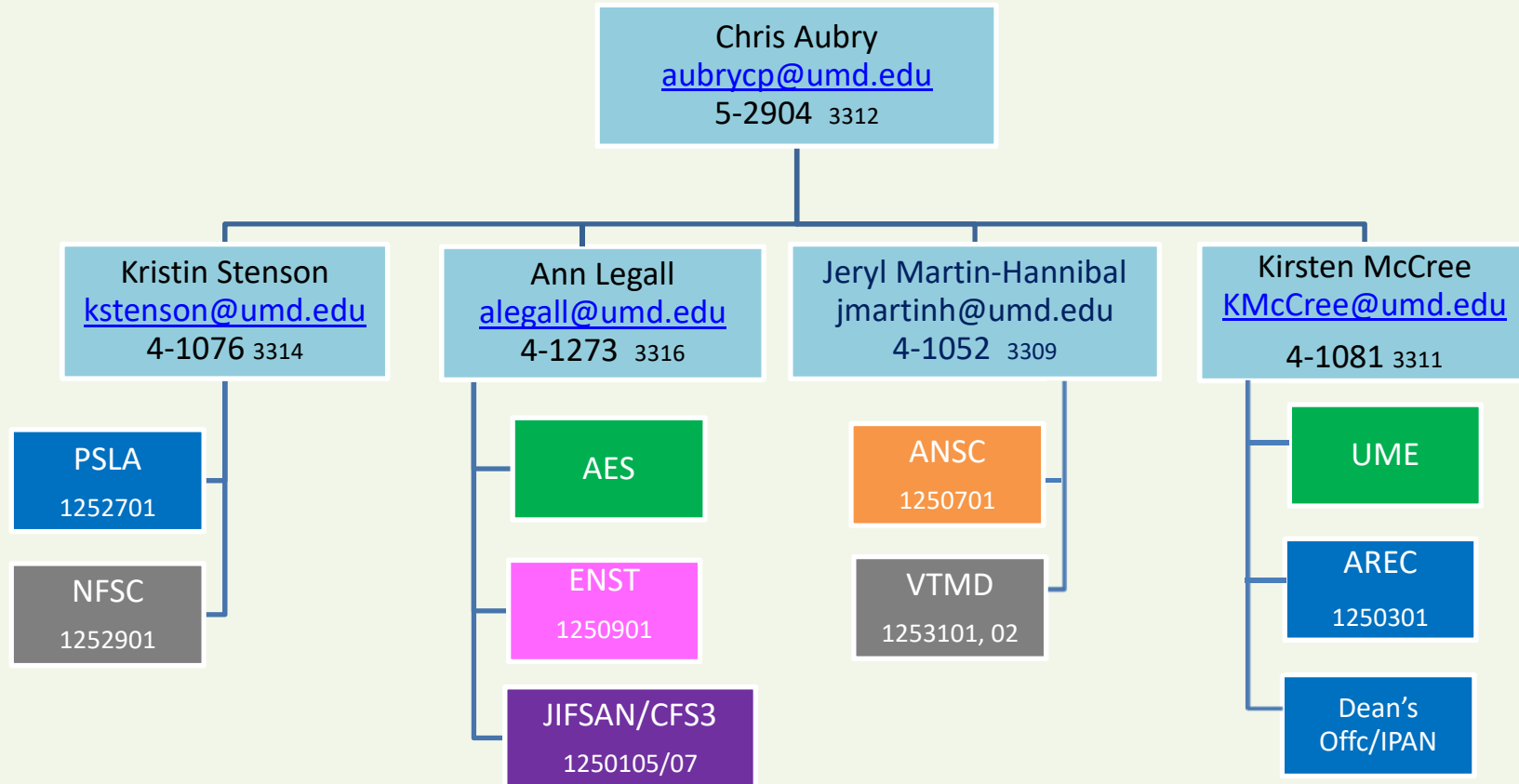




AGNR Pre-Award Services



AGNR Pre-Award Services Office



ORA CA's:

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ORA Subawards:

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 Marieka Cober mcober@umd.edu 5-6280

Topics to be covered

- Proposal Preparation
- Time/effort on proposals
- Cost-Sharing/Matching Funds
 - criteria, examples, salary cap
- Appointments
- Indirect Costs: rates
- **IMPORTANT TO REMEMBER**

Proposal Preparation

- a) Notice of Intent Form
- b) Routing
- c) From preparation to submission
- d) Timeline
- e) Review Time - Disclaimer
- f) Documents

(a) Notice of Intent Form

(a) **PI MUST** fill out Notice of Intent to Submit a proposal form online **at least one month in advance**. *You can upload the RFP document and/or link to the announcement.*

<http://agnr.umd.edu/agpas/notice-intent-submit>

(b) NOI is received by all AG-PAS staff at agpas@umd.edu

- Assigned departmental Contract Administrator will acknowledge receipt of NOI to the Principal Investigator within 48 hours.

(d) Routing

**ALL proposals, pre-proposals, non-funded/cooperative agreements, MTAs, MOUs, MDAs, IP Waivers.....
must be routed through AgPAS**

**GOAL: To have all documentation routed to
ORA for review at least six days
before due date.**

(e) From preparation to submission

Step 1

NOI is submitted - proposal preparation

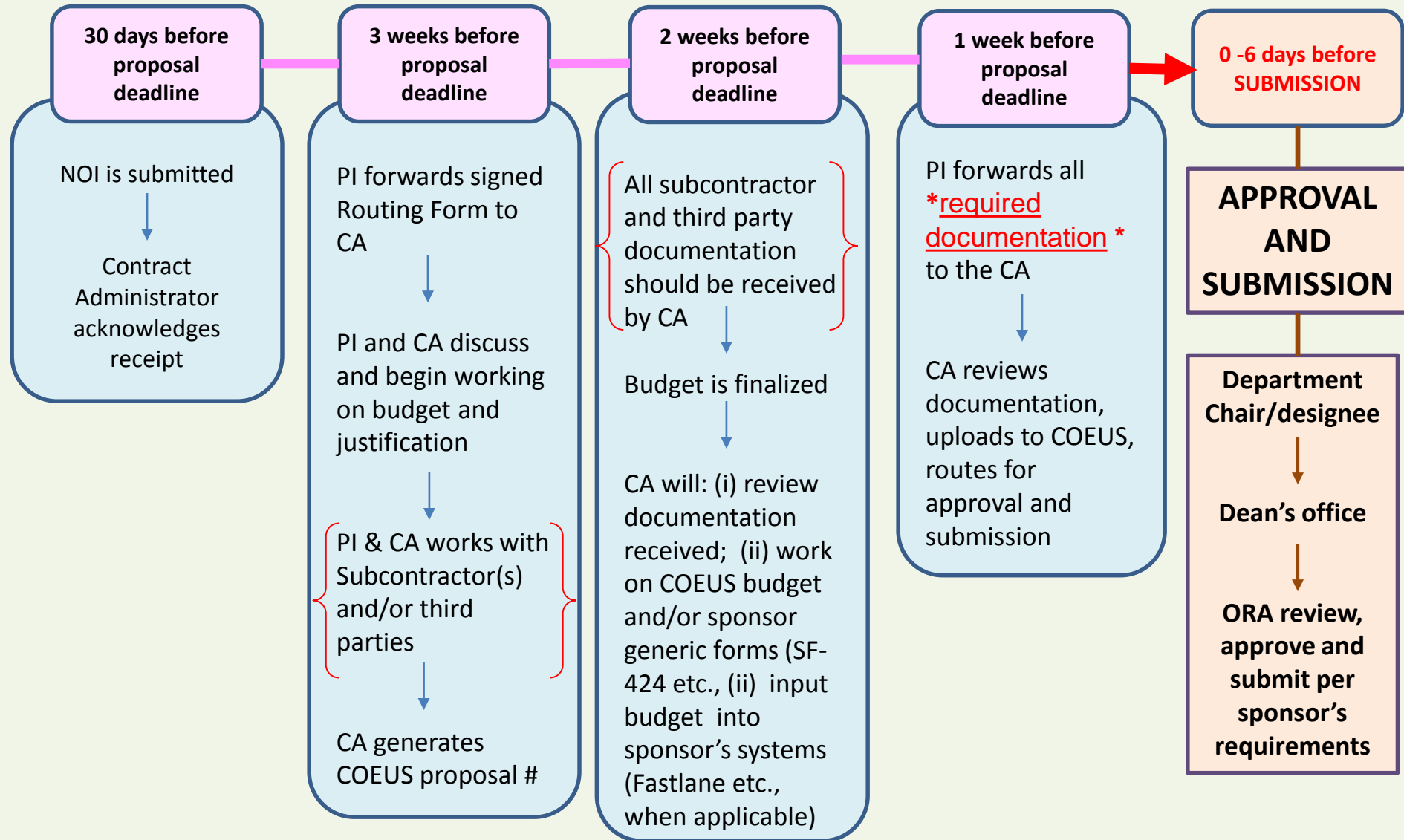
Step 2

Routing - Review - Approval process
**AgPAS to Department Chair/designee -
AgPAS/Dean's Office - ORA**

Step 3

ORA will review, approve and submit
the proposal per sponsor's requirements.

(f) Timeline



(g) Review Time - Disclaimer

- While our deadline for routing is six (6) business days, many proposals arrive less than 6 days before the deadline.
- We have never denied a submission based on this rule.
- AgPAS will still route and submit to ORA (or at least will try to route and submit) any proposal received, even at the last minute.

**6+ days before
submission
Full review**

**0 - 3 days before
submission
Some review**

**Day of
submission
Little or no review**

ORA may need to withdraw the proposal after submission, if it is later determined that there was a grievous error in the proposal (i.e. budget issues, failure to obtain internal approval)

(h) Documents

Below is a sample list of documents needed for submission

As the lead institution	As a subcontractor	From subcontractors	From Collaborators /Third Party
<ul style="list-style-type: none">- Routing Form- Abstract / Project Summary- Statement of Work- Budget- Budget Justification- CV- Current and Pending- Cost-share Worksheet (when applicable)- Any other documents required by sponsor	<ul style="list-style-type: none">- Routing Form- Statement of Work- Budget- Budget Justification- Cost-share Worksheet (when applicable)- Any other documents required by lead institution	<ul style="list-style-type: none">- Sub-recipient Form and/or Commitment letter signed by authorized personnel- Statement of Work- Budget- Budget Justification- Any other documents required by sponsor	<ul style="list-style-type: none">- Signed Letter of Commitment- Any other documents required by sponsor

Any questions...