Knowledge of sponsor, institutional, school, and departmental pre-award processes is vital to successfully plan, write and submit your application. To facilitate your application process, please review this information. NOTE: UMMC's institutional pre-award office is referred to below as the Office of Research and Sponsored Programs (ORSP).

1. NOTIFICATION

- Notify your Department Chair, your Director of Operations, and the ORSP of your intent to submit a proposal at least 30 days prior to sponsor's/prime's submission deadline.

To notify ORSP, send an email with relevant details (funding opportunity link, title of your proposal, and the submission deadline) to sponsoredprograms@umc.edu.

NOTE: Directors of Operations are very knowledgeable of pre-award processes and generally provide pre-award services. SOPH Grants Management services are also available. Your Director of Operations should notify Anne Martin as soon as possible to request these services.

- If cost sharing is proposed, notify the ORSP and the SOPH staff member assisting you with your application of the type of cost sharing proposed (mandatory or voluntary) and complete the Justification for Cost Sharing Commitment form.

- If a facilities and administrative costs waiver is proposed, notify the ORSP and the SOPH staff member assisting you with your application and complete the F&A Waiver Request form.

COST SHARING

Policy Briefing: UMMC will not cost share unless required by the sponsored agency and/or when it is deemed to be advantageous to UMMC. This policy helps achieve the objective of maximizing sponsor cost reimbursement to support the continued growth of the research enterprise. In addition to the dollar value of the cost share committed to a project, cost shares require additional administrative costs to UMMC and it adversely impact our federally-negotiated indirect cost rate.

All proposed cost sharing (mandatory or voluntary) requires approval of the Department Chairman or Dean and the Director of Sponsored Programs, Pre-Award. Department Chairman or Dean must identify the pay source for the cost share commitment. UMMC Cost Sharing Policy

- Complete and submit the Justification for Cost Sharing Commitment form

- If cost sharing or matching/in-kind contributions are mandatory, the Principal Investigator (PI) must include it in the proposal budget.

- All cost share contributions in the proposal must be identified on the UMMC Transmittal Form and approved by the Department Chair/Dean.

FACILITIES AND ADMINISTRATIVE COST WAIVER

Policy Briefing: It is the policy of UMMC to recover full F&A costs unless the sponsor explicitly limits or prohibits recovery. An F&A cost (also known as indirect cost) waiver is defined as the acceptance of a rate lower than the approved F&A or institutional rate. Rates documented by sponsor's public policy that are their maximum rate and are uniformly applied to all grant recipients are NOT considered as waivers. All waivers must be documented and approved using this form. F&A cost waivers are granted on a case-by-case basis. Industry-sponsored clinical trials are not eligible for F&A waivers.

Administrative Fees for Industry-Sponsored Clinical Trials

- Complete and submit the F&A Cost Waiver Request Form

2. APPLICATION SUBMISSION PROCESS

- Final proposals must be submitted to the ORSP at least (5) business days prior to the submission deadline. All proposals must be in final, complete form with the exception of "science" portions (e.g., Research Plan, Bibliography) which may be in draft form. ORSP Proposal Submission and Review Policy

NOTE: If UMMC is a subrecipient, final subaward documents must be submitted at least ten (10) business days prior to the sponsor's submission deadline.

- Detailed budget & justification ORSP Detailed Budget Submission Policy

- Letter(s) of Intent to Enter into a Consortium Agreement from subrecipient institutions (signed by subrecipient authorized institutional official), if applicable

- Final Application (usually electronic)

- Other agency required documentation

- Approved Justification for Cost Sharing Commitment form, if applicable

- Approved F&A Waiver Request form, if applicable

- Completed Transmittal Form