

## ESSIC Proposal Procedures and Policies

1. **4 to 6 weeks before application deadline:** Complete the EBO – Proposal Notice of Intent webform. Once received, your pre-award proposal processor will contact you to coordinate the process in 48 business hours. *Please note: You can only use your UMD email address as it is for ESSIC @ UMD use. This is not something the business office can change.*
  - NOI (notice of intent) differs from a LOI (letter of intent). Please notify the EBO team of your intent to propose in the suggested time above 4 to weeks before the submission date
  - Proposal collaboration with non-ESSIC personnel and off-campus units must be submitted in the form. The ESSIC proposal person assigned to assist you with the proposal will discuss with you and will provide more guidance on what is needed from your collaborators. Have you evaluated if your collaborator is a Subcontractor, Vendor or Sub If not please see this helpful link through ORA [Subcontract vs Vendor vs Consultant](#)
2. **TWO weeks before application deadline:**
  - Work with the *EBO Administrative Proposal Processor* to define the exact budget. This cannot be changed after the routing is completed.
  - Certify your proposal in Quali by completing the required on-line questionnaire
  - The *EBO Administrative Proposal Processor* will do the routing one week (at least 6 days) before the grant deadline.
  - Proposals with Collaborators/Subrecipients If you have a collaborator/ sub recipient included in your proposal they will need the follow (please note: each solicitation is different therefore more information may be required) a SOW
    1. SOW
    2. Budget
    3. [Subaward Commitment form](#)
    4. Other Items that “may” be required (*CV, C&P, Data and Facilities, equipment quotes, etc*)
3. **If the PI does the routing without the help of the pre-award processor, the following steps MUST BE TAKEN:**
  - Proposals MUST be routed through the Quali Research system, which will ensure all of the appropriate electronic signatures and certifications for the PI(s), Chair and Dean for lead department are obtained.
  - Get budget and budget justification approved by Dionne Williams (ESSIC Contract Administrator at ORA)
  - Route the final proposal document in KR to ORA minimum 6 days before the deadline.
  - Min documents required: Cover Page, Abstract/Technical narrative, Budget, Budget Justification and any sponsor forms which require the signature of an authorized institutional representative.
  - Information on Paper Hard Copy Submission: <https://ora.umd.edu/resources/faculty-guide/preparing-proposal>
4. **Within one week of application deadline:**
  - Send the Pre-award grant processor the final version of the scientific proposal
  - Completed application will be updated and Submission Request will be sent to ORA.

- Final narrative from the PI will need to be provided to the *EBO Administrative Proposal Processor* and uploaded into Kuali Research/the federal systems (i.e. NASA, grant.gov etc) **1 day before the submission due date.**

**GRANTS.GOV PROPOSALS FOR NIH AND NSF:** Completed and final budget, budget justification and documents that require internal approval by the sponsor must be routed to ORA at a minimum 6 days before application deadline for initial review. Completed application with final version of scientific proposal **MUST** be submitted to ORA 48 hours before application deadline.

**Please Note**

**Large Proposal submissions over \$1M or that involve 3 or more subcontractor's proposal process should start 4 to 6 weeks before the submission due date.**

**PROPOSALS WHERE PI PROVIDES SUBMIT ACCESS TO ORA** (e.g. NSF FastLane, NASA NSPIRES): Must have this access granted to the final proposal at least 24 hours before the deadline.

## Process overview

### Who is Eligible to Be a Principal Investigator (PI):

All tenured/tenure-track faculty and Professional Track Faculty can be Principal Investigators. Employees or appointees affiliated with the University of Maryland (i.e. adjunct faculty, graduate assistants, and postdoctoral associates) may be PIs with the endorsement of the Dean (or Associate Dean of Research or Director of ESSIC[Ellen Williams] ) and must have an appointment in PHR. If you are unsure about your appointment status, please check with your Business Manager in ESSIC.

**PI's responsibilities:** *The PI is the person managing and responsible for the proposal process and award if funded therefore they oversee the project team internal and external expectations budgets, timelines, etc*

- Write the scientific and other supporting portions
- Stipulate the budgetary needs and approve the final budget
- Provide supporting documents in MS word doc format (i.e. proposal, CV, C&P, data management plan, etc.)
- Provide subcontract budget amounts to the proposal processor for budgeting limits
- Read the requirements of the solicitation and ensure all requirements are met and discussed with the proposal processor. *(note: the business office proposal processor is here to help coordinate the proposal submission and will assist/check that the requirements are included however it is still the PI's responsibilities to read and understand the solicitation requirements)*

**Business Office (EBO Administrative Proposal Processor) responsibilities:**

- Fill out application in Quali Research System
- Develop the detailed budget and assist with budget justification
- Route proposal via Quali through department and college
- Assist the PI with being the Administrative POC to subcontractor administrative POC
- For Grants.gov and NIH proposals, assemble application package in Workspace and ASSIST submission portals
- Submit completed proposal to ORA

**Communication**

- The PI and the EBO Administrative Proposal Processor should stay in communication during the proposal preparation.
- PI's cannot expect EBO Administrative Proposal Processors to respond after hours and on the weekend. The processor "may" respond outside of normal work hours occasionally but it should not be an expectation for them to do such.
- The EBO Administrative Proposal Processor will explain to new PI's especially new proposal submitters on how to submit a proposal and what a PI role during the proposal should be.

**ESSIC Business Office Proposal Points of Contacts:**

- ESSIC Proposal Manager: Ann Legall ([alegall@umd.edu](mailto:alegall@umd.edu))
- ORA Contracts Administrator: Josh Kiner ([jkiner@umd.edu](mailto:jkiner@umd.edu))
- Business Office Mgmt: June Sherer ([shererj@umd.edu](mailto:shererj@umd.edu)) and Felicia Mason ([fmason@umd.edu](mailto:fmason@umd.edu))
- For special request i.e. Cost Share or IDC waiver, a formal request will need to be sent to the ESSIC Director, Ellen Williams [edw@umd.edu](mailto:edw@umd.edu) (cc [fmason@umd.edu](mailto:fmason@umd.edu) and [shererj@umd.edu](mailto:shererj@umd.edu)) even if it is a part of the solicitation to find out if you qualify and for assistance/approvals.

***For CISESS Business Office Task proposal submission questions, please reach out to Chiletta Perrow ([cperrow@umd.edu](mailto:cperrow@umd.edu)) or Deb Baker ([drb@umd.edu](mailto:drb@umd.edu)).***

**Cost Sharing**

What is Cost Share?

Cost sharing or matching refers to that portion of a project or program costs not paid by the sponsor and/or is explicitly required by the program or solicitation, without which an application would be ineligible. These costs represent an implied or explicit agreement on the part of the University to assure that non-sponsor resources are contributed to a project, either from sources within or external to the University.

*Cost Sharing:*

- Should be limited only to those situations where it is mandated by a sponsor by explicit statements in the funding announcement and, if federal funds, mandated by the federal

awarding agency regulations, or where UMD has determined that such a contribution is deemed appropriate under unique circumstances

- Must be accounted for even if only mentioned in a quantifiable manner in proposal text and not specified in the budget
- Imposes a substantial burden on the PI to account for and provide supporting documentation
- There is an internal routing approval process for all cost share request. Contact June Sherer ([shererj@umd.edu](mailto:shererj@umd.edu)) or Felicia Mason([fmason@umd.edu](mailto:fmason@umd.edu)) if Cost Share is a part of the solicitation to find out if you qualify and for assistance with the approval process.

**Notification/request for Cost share needs to be submitted at the same time as the proposal notification is submitted or at least 3 weeks for the submission date** (*request submitted two weeks or less before the submission date 'may' be denied*).

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