OFFICE OF RESEARCH

SUBMISSION PROCEDURES FOR PRE AND POST AWARD DOCUMENTS

PRE-AWARD SUBMISSION PROCEDURES

PLEASE NOTE: All faculty and staff submitting a proposal, **MUST** complete the **Conflict of Interest Disclosure** and submit it to the Office of Research, **PRIOR** to submitting a proposal to the Office of Research for any external funding.

All proposals must be routed through the Office of Research <u>through Dropbox Sign</u>. A Principal Investigator (P.I.) may **NOT** submit any application on their own, that has not yet gone through the campus routing process, **<u>or</u>** without the confirmation from the Director of Research.

1) The P.I. must submit a completed **Routing Form**, **Scope of work for your project**, **Budget and/or Budget Justification** along with their grant application, for routing, to the Office of Research **through Dropbox Sign** *<u>at least 10 days prior to the application being submitted to the funding agency.</u>* Please be mindful of your application due date!

2) **When routing your documents through Dropbox Sign**, please use the following information below as a signature guide for your Routing form. The following sections will require signatures if applicable. If your proposal application requires signatures on the interior pages of the document, along with the routing form, please place the signature spots where necessary in Dropbox Sign. If you are unsure who should sign the interior sections, please contact Dr. Joseph Pitula (ext. 2980) or Josh Shockley (ext. 8993)

   - **Section 5** (If applicable) – **Matching Funds**
     - P.I.
     - Department Chair
     - Dean

   - **Section 6** (If applicable) – **Release Time or Percent Effort**
     - P.I.
     - Department Chair
     - Co-P.I.
     - Department Chair

   - **Section 12** (if applicable) – **Summer Camps**
     - Provost/VP Academic Affairs

   - **Section 13** (if applicable) – **IT Department Support**
     - Chief Information Officer

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3) All signatures are required for this section.

- o **Administrative Support (This section must be fully signed on all routing forms. Please be sure to indicate all of these signature)**

  - ▪ P.I.
  - ▪ Department Chair
  - ▪ School Dean
  - ▪ Director of Research (Dr. Joseph Pitula – jspitula@umes.edu)
  - ▪ Dean of Graduate Studies & Research (Dr. Lakeisha Harris – llharris@umes.edu)
  - ▪ Provost/VP Academic Affairs (Dr. Rondall Allen – reallen@umes.edu)
  - ▪ VP for Administrative Affairs (Anastasia Rodriguez – awrodriguez@umes.edu)
  - ▪ President (Dr. Heidi Anderson – hmanderson@umes.edu)
  - ▪ **Please CC: the following people in Dropbox sign**: Josh Shockley – **jlshockley1@umes.edu and** Julia Guerrero De La Cruz – jeguerrerodelacruz@umes.edu

4) Additional Attachments or documents required by the funding agency for submission, such as subrecipient commitment forms, signed letters of commitment, signed budgets, signed W-9 forms, signed waiver letters, etc. should be routed to the Office of Research *at the same time as you send the proposal through Dropbox Sign.* Please email this documentation to Josh Shockley @ jlshockley1@umes.edu and CC: Dr. Joseph Pitula @ jspitula@umes.edu .

5) Matching costs, IRB components or IACUAC components to the PI's application must be noted on the routing form in the designated areas. Please copy the Office of Research on **all correspondence sent to the IRB Chair or IACUAC Chair** (CC: Josh Shockley @ jlshockley1@umes.edu and Dr. Joseph Pitula @ jspitula@umes.edu)

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POST-AWARD SUBMISSION PROCEDURES

The Principal Investigator (P.I.) must adhere to the following procedures and are the direct responsibility of the P.I.

POST AWARD SUBMISSION PROCEDURES	PROCESS
SUBAWARDS	If there is a subaward, **the P.I. must email a request** to Josh Shockley at jlshockley1@umes.edu at the Office of Research to issue a subaward to any of the subcontractor(s) who are part of the P.I.'s grant. Please include your KFS account number in the subject of your email.
MONITORING YOUR GRANT ACCOUNT	The Principal Investigator (P.I.) is responsible for accessing KFS (https://kualifinancial.umd.edu) and monitoring the activity on their grant account(s). The Principal Investigator (P.I.) is required to contact their grant accountant directly regarding any questions involving any activity and invoicing on their grant account.
EXPENSES	The P.I. is responsible for assuring that all approved expenses in support of a project are properly charged **prior** to the grant nearing expiration. Charging departmental budgets for sponsored projects is normally not appropriate. Prompt and accurate reporting to the OSRP will preclude costly department labor needed to effect cost-transfers to rectify errors.