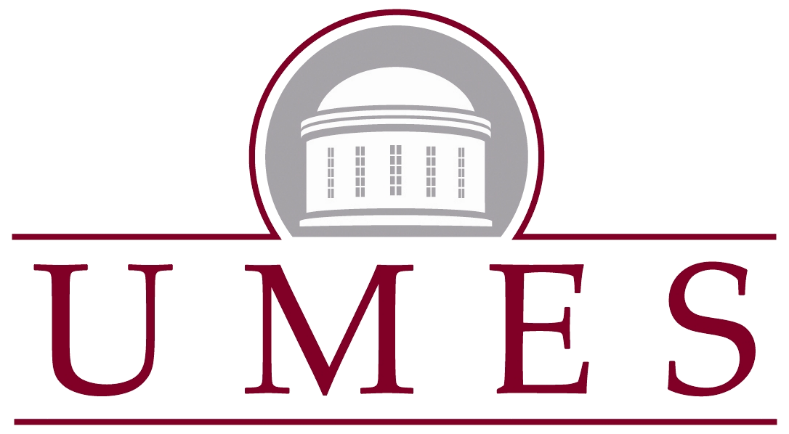
**MANUAL FOR SPONSORED RESEARCH AND PROGRAMS ADMINISTRATION**

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**OFFICE OF THE DEAN OF GRADUATE STUDIES AND RESEARCH UNIVERSITY OF MARYLAND EASTERN SHORE**

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**Background -** The Office of Sponsored Research and Programs was established in 1992 by the President of UMES to serve as the compliance and administrative office responsible for oversight of sponsored (e.g., external) awards. Current administrative responsibility is now assigned to the Dean of Graduate Studies and Research, with an office located in the EASC Building, Suite 3046. The purpose of the Office of Research (OR) is to provide faculty, research associates, students and staff with assistance in the preparation and submission of proposals and in the administration of grant and contract awards. This action provides a single focal point for the University community and external agencies and organizations for all activities related to the acquisition and administration of sponsored activities with the exception of the 1890 Land Grant awards.

The policy sections of this manual follow University System of Maryland practices for faculty and research associates, and others seeking or administering grants/contracts. It is recommended that you acquaint yourself with the topics covered. The contents include the policies and procedures that are to be followed from pre-proposal development through award to final close-out of grants and contracts.

The OR is the primary support organization for sponsored programs at the University. As such, it works with the Office of the President, Office of the Provost and Vice President for Academic Affairs, the Vice President for Administration & Finance, and other appropriate offices to ensure that sponsored activities are carried out according to the University mission and the sponsoring organization's requirements, and the policies of the USM. All grants and contracts represent legal obligations of the University and as such must be signed on behalf of the University by the President or by an Authorized Representative.

The OR assists researchers in identifying potential funding sources and maintaining contacts with potential sponsors. The OR is responsible for proposal processing, ensuring that proposals conform to all agency and organizational requirements, that the proposed financial arrangements are acceptable and consistent with UMES and University System of Maryland (USM) requirements, and that special commitments (e.g. in-kind and matching funds) have had prior internal review and approval. OR is responsible for grant and contract administration, and functioning as the liaison between the funding organization, the faculty member, and other University offices.

The OR publishes procedures to ensure that expenditures are made within the regulations and policies of the University, the State of Maryland, USM and the Federal government or other funding source. In addition, the OR advises principal investigators (PIs) of any special regulations which may be imposed by the granting organization. Moreover, OR provides institutional oversight of grant and contract awards to ensure compliance with OMB circulars (Uniform Guidance: 2 CFR200), Federal Acquisition Regulations **(**FARS) and other federal and state laws, regulations and policies that govern the expenditure of sponsored funds. USM Policies on Research covering topics such as Classified and Proprietary Work, Patents, establishment of Research Centers, etc; can be found at:

<https://www.usmd.edu/regents/bylaws/SectionIV/>

**OR Services -** The OR provides the following services:

* Assistance in the identification of funding sources; such as searching electronic databases to identify private/corporate sector sources of support for university faculty, research associates, students and staff
* Grants workshops; Faculty are encouraged to suggest topics and speakers
* Consultation on proposal writing and editorial services
* Coordination of animal welfare (IACUC), human subjects (IRB), biohazard, biosafety, recombinant DNA, Material transfer agreements (MTA) and other related committees
* Pre-and post- award administration services from pre-proposal review through award negotiation to extensions and close-outs
* Annual reporting to UMES and USM
* Coordination of Federal Uniform Guidance reporting requirements (formerly known as OMB Cost Principles) such as OMB A-21, A-110, A-133, FFATA Reports, Misconduct in Science, R&D efforts, IRB and IACUC compliance, and FARS.

**Web Site for OR** - Interested faculty, staff and students can receive additional information and support services from the OR homepage located at [www.umes.edu/OSRP](http://www.umes.edu/OSRP). This site contains access to forms, frequently asked questions, links to funding sources, links to compliance information, links to writing winning proposals, and other materials designed to support sponsored research activity. It also provides links to several researchable databases, such as the State of Maryland grants database and Grants.gov.

# CONTACT INFORMATION

OR invites you to visit our offices located in EASC Building, Room 3042. Our offices are open from 8:00 am to 5:00 pm Monday - Friday. For an appointment call 410-621-2980.

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| --- | --- | --- |
| Dr. LaKeisha Harris | Dean of Graduate Studies and Research | 410-651-6080 llharris@umes.edu |
| Dr. Joseph Pitula | Director of Research | 410-621-2980 jspitula@umes.edu |
| Josh Shockley | Grants And Contracts Associate | 410-651-8993 jlshockley1@umes.edu |
| Tysha Staten | Post Award and Compliance Specialist | 410-651-6714 trstaten@umes.edu |

# GENERAL OVERVIEW

**Definition of Sponsored Programs -** It is necessary to clearly understand the difference between "sponsored program" for "project" and a "gift" or "grant" provided by a donor. The term sponsored project relates only to research, service, or instruction projects that are conducted with support provided by some entity outside the University (e.g. National Science Foundation, National Endowment for the Arts, Maryland Department of Health, Maryland Industrial Partnership Program, etc;)

A sponsored project grant or contract is based on a commitment from the University to carry out a specified activity in keeping with terms and conditions agreed upon by both parties. The sponsored project may require some use of University resources and the sponsor generally receives some benefit as a result of making the award (e.g. reports, manuscripts, data, products and/or services). By contrast, a "gift" from a donor may carry a stipulation as to its use, but there can be no expectation of benefit to the donor; it is donative in its purpose. The differences are based on the purpose of the funds provided and the nature and purpose of the sponsoring or donating entity. The distinction is important for the following reasons: 1) difference in how funds are administered and accounted for; 2) terms and conditions are generally different; and 3) the expected results are different.

**LOCATING FUNDING SOURCES**

All Federal agencies and most other funding sources (e.g., foundations, businesses, other private sector sources) have moved their method of interaction with the public to the internet. The web pages of these organizations contain program announcements and requests for proposals, application forms, searchable indexes of awards, grant and contract administration guidelines, library databases, and other important resources and tools for the grant writer. An easy method or finding grants on various search engines is to simply search for opportunities, such as “grants for early childhood development” or “grants for environmental science projects.”

**PREPARING THE PROPOSAL**

**Informal Inquiry –** Principal Investigators (PIs) are urged to communicate with project officers and directors of sponsoring organizations at the very earliest stages of proposal preparation. The information that may be gained via an early dialogue with potential sponsors will prove useful in structuring the proposal. A well prepared short prospectus can present the important points of a proposed project. Submitting an informal proposal (pre-proposal or White Paper) to sponsoring organizations can serve as a starting point for expressions of interest or further comment. An informal proposal does not require campus endorsement; therefore, it does not have to proceed through the formal review and approval procedure. It is suggested, however, that budgetary matters be discussed with your supervisor or with the OR in order to avoid confusion or misunderstanding at a later date.

**The Formal Proposal -** The format and content of any proposal or application will necessarily vary with the requirements of the potential sponsor. An unsolicited grant proposal will differ significantly from a proposal submitted in response to a competitive contract bidding situation, while new, non-competitive continuations or continuation proposals will differ from each other.

Some sponsoring organizations provide instructions for proposals, others require the use of pre- printed forms, and some have prescribed rules. Applications or proposals submitted to some sponsors must meet deadlines while other sponsors will accept proposals at any time. For applications to non- federal sponsors, it is recommended that each proposal have as little overlap as possible. This practice can result in negative consequences. The OR is available for consultation at any stage of proposal preparation.

# PROPOSAL CONTENT1

1 The following content was adapted from the University of Maryland College Park’s Principal Investigators Manual.

A proposal requesting support from any sponsor will most often consist of the following:

**Title Page -** Generally, the title page will contain the title of the proposed project, name and title of the principal investigator(s), name of the university, period of performance and starting dates and ending dates of the proposed project, total support requested, and name and address of university official responsible for negotiating an award. For those sponsors that do not provide application forms or have other specific requirements, the PI must construct some form of title page.

**Table of Contents** contains the major project elements (e.g., introduction, statement of the problem, objectives, methods, deliverables, timeline) with associated page numbers.

**Abstract -** A brief description covering the purpose, important features, and significance of the project.

**Budget -** The budget serves to identify the cost of the project to the sponsor. The budget generally contains a listing of the direct costs and the indirect costs.

*Direct costs* are those that can be directly identified as benefiting the project such as salaries and fringe benefits, equipment, supplies, and travel.

1. **Salaries -** This includes all personnel, the percentage of time each will devote to the project (full- time equivalent), the rate of pay, and amount requested from the sponsor to support each person per year (or for the budget period). Faculty who are on a 9 month academic appointment may request compensation for up to 3 months of summer salary support. Faculty on 12 month academic appointments and/or 9 month faculty who receive more than 3 months of summer salary support, may request funds to release them from various duties during the 9 month academic year.

***Note*: Exempt twelve month employees cannot increase their institutional base pay using grant or contract funds.** *A faculty member on a 12-month appointment may not receive additional salary for summer research effort. Sponsored programs funds cannot be used to pay for overloads for 9 or 12 month faculty.* Nine month employees cannot increase their institutional base pay during the academic year. Nine month faculty can receive summer salary at a rate consistent with their nine month salary. Other staff including technicians, administrative staff, and other supporting personnel may be compensated for periods during which these services will benefit the project. Direct all related inquiries to the Office of Research or the Office of Human Resources (x 6400).

1. **Graduate and undergraduate research assistants** may be assigned to research duties with the student's time divided between formal study and research. Tuition and/or student fees remission for graduate research assistants on sponsored projects should be listed as a separate budget line item.
2. **Fringe Benefits -** These include the University's contributions to Social Security, retirement programs, health insurance, unemployment compensation, etc. Graduate Research Assistants are entitled to participation in University State of Maryland health programs. For undergraduate assistants (hourly workers), no employee benefits apply except during the summer.

Currently, a rate of 35% should be applied to all 12-month faculty salaries, and for requested release time for 9-month faculty during the academic year. In addition, this rate applies to graduate students employed on 12 month contracts, and full time employees. For 9-month employees (faculty and graduate assistants) requesting summer salary, a rate of 8% should be applied. For support of undergraduate student stipends during the academic year, fringe benefits costs do not need to be applied. For undergraduate internships during summer months, Social Security and unemployment compensation are applicable, and the 8% rate is applicable.

Permanent part-time employees are entitled to all benefits if employed one-half time or more. Part-time employees who work less than one-half time, temporary personnel, and hourly employees are entitled only to Social Security and unemployment compensation. A table of applicable benefit rates is published and distributed by the Office of Human Resource (X 6400).

1. **Consultants -** Consultant fees may be paid only to experts outside the University who provide a unique contribution to the project. University System of Maryland faculty and State of Maryland employees are not eligible to receive compensation for internal consulting services on sponsored projects. Federal agencies specifically prohibit the payment of consultant fees from Federally-supported projects to persons employed by the Federal government.
2. **Permanent Equipment -** Equipment must be itemized and justified. In addition, the PI should determine that the equipment requested is not already available within the University. The cost of equipment generally includes needed accessories, installation, delivery costs, and maintenance. The equipment becomes the responsibility of the University and cannot be sold, traded or held by the PI.
3. **Supplies and Expendable Equipment -** These items should be identified and justified. Examples include chemicals, glassware, small electronic components, office supplies, etc;
4. **Computer equipment-** The acquisition of computer equipment and supporting infrastructure generally requires prior approval of sponsoring organizations whether government or non-government. The need for Office of Information Technology services should be discussed with the OIT staff to ensure that the university has the ability to provide essential services and support. *Request for infrastructure in a grant must be signed off by the Chief Information Officer (Jerry Waldron;* [*jwaldron@umes.edu*](mailto:jwaldron@umes.edu)*)during the routing process.*
5. **Travel -** The need for PIs to consult with colleagues and disseminate new knowledge through the medium of scholarly meetings is an expected practice and an accepted cost in many projects. There must be a correlation between the project and the purpose of the meeting. Such costs may include transportation and per diem. If the project requires travel to various locations in order to perform the work, these costs should also be identified.
6. **Publication -** This should include manuscript preparation, costs of reprints, and page charges to be incurred in publishing articles resulting from the project. The publication costs of a book or monograph are not generally allowed; special permission should be obtained from the sponsor.
7. **Other Direct Costs -** A number of other direct costs may have to be identified such as:

* Subcontracts with other entities which provide a substantial programmatic contribution to the project. Specific approval of the sponsor is required, thus the proposal must include documentation (i.e., work statement budget and institutional endorsement) by the subcontractor of the services to be performed, and their cost
* Materials for renovation of space that is necessary in order to carry out the project
* Rental of space and provision of food for special events such as workshops (stipends for participants in special training programs are allowable when specified by the sponsor)
* Maintenance of specialized equipment which is necessary to the project
* Special costs such as the purchase of boats, or other vehicles

**Indirect costs** (also known as facilities & administration or overhead) are those expenses that are incurred by the University through the cost of facilities and services for common or joint objectives such as general administration, physical plant maintenance and operation, and research administration expenses. A plan for the sharing of recovered indirect costs between university administration, deans, chairs, and project PI’s is available on the Office of Research website.

Indirect costs are expressed as a percentage of salary and fringe benefit of key personnel costs. The University calculates its indirect cost rates and negotiates these with the U.S. Department of Health and Human Services (DHHS) Audit Agency. These rates are applied depending on where the project is performed and the personnel are located. There is an off-campus (20%), an on-campus (60%) indirect cost rate, with an IPA rate of 12.5%. Projects partially performed off-campus for a period of at least three consecutive months may be apportioned between the two applicable rates.

It is the position of the University that all proposals requesting support from any sponsor, either government or non-government, must include a request for full indirect cost recovery. However, some sponsors, particularly some foundations, have specific written policies that preclude the use of the University's full indirect cost rates, *and must be indicated on the grant routing form.*

**Cost Sharing or Matching -** In some cases sponsoring organization may require that the University make a contribution towards the total costs of a project. The amount of such contribution required may vary from less than 5% to 100% of the total project cost. The University's share of such costs may come from several sources: a. contributed resources from the University b. a portion of the faculty member's project time for which no support funds are being requested; c. a portion of the indirect costs may have to be contributed; special approval is required. Cost-sharing should be included only where absolutely required by the Federal agency or sponsoring organization. It is never to be assumed to be a voluntary or gratuitous gesture. Cost-sharing imposes a substantial burden on the PI to provide supporting documentation to the Office of Research and to Office of Administration & Finance*. NOTE: PIs should contact their supervisors prior to initiating the proposal writing process to determine what costs must be shared or matched and the availability of the University to assume these costs. Prior permission to commit university funds must be obtained from the University administration before the internal routing process is initiated.*

**Description of the Project -** The detailed description of the project (e.g., project rationale, introduction, statement of the needs and problems, goals and objectives of the project, relation of the project to the state of knowledge, significance of the project, procedures, statement of approach, the means by which objectives will be met, sampling frame, problems that are anticipated, methods, how will the data be analyzed, management, organization of the project, project staff and their roles, project schedule, appendices, facilities.

Available facilities and special equipment that will be important to the project should be described. Any additional facilities and equipment to be acquired under the sponsored project, funded either by the University or the sponsor, should be described in detail. The importance of these facilities or equipment to the success of the project should be clear.

**Appendices**

**Letters of Support** - [Collaborators at other institutions, County Commissioners, Board of

Education, etc.]

**Subcontracts-** These are formal agreements between the university and an external organization to carry out specific work outlined in the funded proposal is a Subcontract. If the proposal results in a grant award, the agreement assumes the work to be performed has the approval of the sponsor. PI’s, assisted by the OR staff, are primarily responsible for monitoring sub-recipients to ensure their compliance both with federal regulations and with the primary and sub-recipient award terms and conditions. In the proposal narrative, include a complete budget and scope of work for each potential sub-recipient. A sub-recipient commitment form will be required to be filled out for all sub-awards, which captures data related to sub-recipients for the purpose of sub-recipient monitoring and management.

**Personnel -** Biographical sketches including description of educational and professional experience, training, other relevant information of the principal investigator(s) and senior faculty and professional collaborators should be included, including for all potential sub-awardees. A list of at least 10 pertinent publications, along with funded awards within at least the past 10 years, should be included. Many Federal grants limit the number of pages you can submit. You may want to take time, early in the preparation process, to design the best biographical sketch, since significant weight is placed on the training and experience of the proposed personnel.

# AVOIDING COMMON PROBLEMS IN THE APPLICATION PROCESS

* + General Problems
    - Failure to address the mission of funding source.
    - Submission without addressing funding sources priorities, eligibility criteria, and requirements.
    - Responding to the general mission of a funding source and not to a specific Program Announcement (grant), cooperative agreement, or request for proposal (contract).
    - Not following specific directions in the published programs announcement or request for proposal, including page limitations, page layout, and font.
    - Failing to meet the submission deadline
  + Problems with Forms and Instructions
    - Not submitting in the proper format. Many agencies insist submission must be in the most recent version of a uniform platform, such as Adobe PDF
    - Signature pages not signed.
    - Incomplete entries.
  + Budget
    - Arithmetic errors; make sure submitted budget spreadsheets match what is described in the budget justification
    - No clearly defined roles for personnel or consultant(s).
    - Request excessive supplies or equipment in the final year.
  + Personnel (Bibliographic Sketch)
    - Limited prior experience.
    - Unrelated training.
    - Publications and current support not updated
  + Problems in the Body of the Proposal
    - Limited pilot work.
    - Failure to discuss applied or theoretical significance of the problem.
    - Failure to discuss potential contribution to your field of study.
    - Failure to convince the review committee that your approach to the problem was robust and/or novel
    - Failure to address institutional support for the work, including results from previous studies
  + Human Subjects
    - Inclusion criteria faulty.
    - Risks not adequately addressed.
    - Missing or inadequate informed consent statements/forms.
    - No IRB approval.
  + Animal Use and Care
    - No IACUC and/or biosafety approval.
    - Risk not addressed adequately.
    - Non-animal model available.
    - Problems with rare or endangered species.
* Biohazard, Biosafety, Recombinant DNA
  + - Inadequate containment facilities for proposed work
    - Inadequate disposal methods and/or facilities for proposed work
    - Laboratory not certified for proposed level of biosafety hazard
    - Failure to provide assurances.

**PROCESSING THE PROPOSAL**

**Overview**

An application requesting support from a sponsoring organization represents an agreement by UMES, acting as an agent of the State of Maryland, to assume financial and project responsibility for any subsequent award. It is necessary, therefore, that any such proposal have the endorsement of those responsible for carrying out the project, as well as those authorized to commit the University to a legal offer. UMES has established a formal routing process in order to ensure that proposals or applications for sponsored research or training have been reviewed and endorsed by the various responsible persons and that there is compliance with both sponsor, University, and State policies.

All proposals for external support of training, research, or service projects must be submitted to the OR for review and processing. OR recommends that PIs develop a schedule which will allow sufficient time to complete all phases in the application process, including allowance for the development of an amended application.

**Internal Review**

The people or offices involved in the internal review and processing are as follows:

**Principal Investigator** *is responsible for the budget, technical content, quality and preparation of the proposal, integrity of the content, and submission to supervision by university committees and the compliance officer of the OR.*

**Department Chairperson and Dean of School** are responsible for certifying to the academic soundness of the project, the compatibility of the project with the PI's other commitments, the availability of space and facilities, cost-sharing commitments, assuring that the project is in keeping with department objectives, and concurring that the proposal should be submitted to the agency named.

**The** **Office of Research** is responsible for ensuring that there is compliance with applicable laws and regulations, and with University administrative rules. Concurrently, problems of institutional financing, cost sharing, prior acceptance of contractual terms and budget matters may be resolved here. OR is also responsible for internal reviews (human subject, animal welfare, biosafety, recombinant DNA).

The **Offices of the Vice President (i.e., Office of the Provost and Vice President for Academic Affairs, Administration & Finance, Student Affairs, Information Technology based on organizational placement of the PI)** are responsible for ensuring that the content meets with acceptable rules and standards of the University. Academic policy issues that may arise are resolved here. The Office of the Vice President for Administration & Finance is responsible for ensuring that all fiscal elements meet the regulations and standards of the University.

The routing form is available on line at [www.umes.edu/osrp](http://www.umes.edu/osrp) or from the OR. Route the completed proposal through HelloSign to the OR for institutional sign-off (five business day process). Please indicate the means by which the proposal must be submitted, as some grants can be directly emailed by the PI to a funding source, whereas others require an institutional authorized representative to submit on behalf of the PI.

**Classified Research and Restrictions of Publication** - The University does not enter into agreements to carry out research if the grant, contract or other award instrument restrains the freedom of the University and its faculty to disclose the existence of the grant or contract, the general nature of the inquiry to be conducted, and the identity of the sponsor. The University reserves for its faculty the right to publish the results of the research without the prior approval of the sponsor.

**IRB, IACUC AND OTHER COMPLIANCE COMMITTEES**

Review of grant and contract proposals may require internal review. PIs are responsible for the ethical conduct of research including the training and supervision of students involved in research. The University and the USM are committed to ensuring the integrity of research conducted by University faculty and staff. Faculty involved in research involving humans, animals, the use of hazardous material or involving Recombinant DNA must adhere to University policies and guidelines. Refer to the Faculty Handbook for additional information and to the section on Institutional Review Boards.

Contact information:

|  |  |  |
| --- | --- | --- |
| Human Subjects | Dr. Jennifer Hearne-Bobenko | 410-651-7945 jlhearne@umes.edu |
| Animal Welfare | Dr. Kimberly Braxton | 410-651-6193 kabraxton@umes.edu |
| Biosafety | Dr. Salina Parveen | 410-651-8339 sparveen@umes.edu |
| Material Transfer | Dr. Victor Hsia | 410-651-8491 vhsia@umes.edu |
|  |  |  |

**ACCEPTANCE OF AN AWARD**

An award to the University from a sponsoring organization serves as a legal document which obligates the University to a financial and/or contractual commitment. An award may be in the form of a letter issued by an authorized agent of the sponsoring organization or it may consist of a complete contractual document. In other cases acceptance by the University and subsequently by the sponsoring organization is required before the award is in force. In other cases, no formal acceptance is required.

The OR will consult with a PI if the award differs from the submitted proposal, so that the award may be accepted, modified, or rejected. No charges may be incurred against a sponsored project until such time as the OR has received and processed an original award notification from the sponsor, and an account number has been issued to the PI. On some occasions, receipt of the actual award documents authorizing expenditures for a project may be delayed. If a delay will seriously impede the course of the project, it is possible to obtain permission to initiate expenditures for a short time in advance of actual receipt by the University of an award document. PI's should contact their department chairman and OR to discuss options.

In some cases, an award may be issued by the organization after a series of negotiations which may involve revisions to the scope of the project and/or to the proposed budget. The OR will assist the PI and the University's authorized agent to negotiate any required revisions. Faculty researchers are reminded that the acceptance of a revised scope of work or budget is a judgment that only they can make; it is not a judgment or condition that may be unilaterally imposed by the granting organization. If the organization requires the submission of a revised work plan or budget, this must be prepared by the PI and submitted to the OR for institutional endorsement and for forwarding to the sponsoring organization. Upon receipt of an official award, the PI will receive a summary statement which contains the account number and any special terms and conditions of award.

**PROJECT ADMINISTRATION**

Upon acceptance of an award, *the PI assumes primary responsibility for the technical conduct and management of the project to assure that contractual conditions are met and to make certain that the program stays within its budget.*

The PI, the department chairperson, and Vice Presidents are expected to exercise responsible judgment in the administration of the project, particularly with regard to the terms of the agreement and University policies. In particular, financial liabilities which result from failure to comply with the grant or contract become the responsibility of the PI, department chairman and University.

**RECORDS**

A separate account is established for each project. Each account will bear a unique Financial Accounting System (FAS) number assigned by the Office of the Comptroller through the OR. This information is sent to the PI, department chairperson, and other administrative personnel through the Summary Statement. The issuance of the account number for the project is a form of credit line against which the PI may charge obligations and expenditures. In reality, sponsoring organizations most often do not pay the University until expenditures are incurred and invoices are submitted to the organization by the Comptroller's Office. Once the account has been established, the PI can access monthly financial statements showing the status of the account through the Kuali Financial System (KFS), though it is strongly recommended that the PI keep personal records of transactions using their own electronic spreadsheets. *The PI is expected to keep internal records of time charged to the project, requests for equipment and supplies, travel and other costs, particularly those budgetary lines which may not be exceeded without special approval. PIs should contact OR if any discrepancies appear on the monthly statement.* It is highly recommended that PIs review their accounts at least monthly and report problems to the OR as soon as possible. In addition, PIs will be asked to comply with Federal Uniform Guidance requirements (e.g. OMB A-21) regarding the reporting of level of effort by project personnel and annual equipment inventories.

**BUDGET ALLOCATIONS**

Reallocations within awarded budgets are usually possible, but the sponsoring organizations have different restrictions on deviations from the approved budget and *many require prior written approval*. PIs uncertain of the budgetary restrictions imposed by any particular sponsor should consult the OR.

**CHARGES TO THE PROJECT**

The PI is responsible for assuring that all approved expenses in support of a project are properly charged. *Charging departmental budgets for sponsored projects is normally not appropriate*. Prompt and accurate reporting to the OR will preclude costly department labor needed to effect cost-transfers to rectify errors.

**PERSONNEL**

Personnel assigned to sponsored projects, like all other personnel, must be appointed and compensated in keeping with State and University personnel rules. Classified staff matters are covered by the Office of Human Resources. Faculty and associate staff policies are covered in the Faculty Handbook; questions may be addressed to the Office of the Provost and Vice President for Academic Affairs. Uniform Guidance requirements (OMB A-21) require that the University maintain records (effort reports) that will substantiate the effort of each individual charged to a sponsored project. Therefore, time records must be carefully maintained. For faculty, associate and classified staff, and graduate assistants, effort is recorded on the Personnel Activity Survey form distributed to each PI two times a year by the OR. Since the majority of costs associated with sponsored projects are attributable to labor charges, it is incumbent upon the University to assure that these records are properly maintained.

***EFFORT REPORT INSTRUCTIONS***

- Access ARES <https://ares.umd.edu/home/>

- Click on "Effort Report (located on the left side)"

- Click on "Faculty/Employee Access"

- Select Institution: "04 Eastern Shore"

- Click "Save"

- Select Report Cycle

- Click "Approve/Update Effort Report"

- Review and Click "Approve" located at the bottom of your Effort Report

**TRAVEL**

University travel regulations govern travel performed with project funds. In some instances a particular contract or grant may specify travel regulations different from the University policy and these take precedence. Approval for domestic travel outside the State is secured through the Out-of- State Travel Request. Electronic forms are available through the USM ARES travel request system. Where international travel is to be charged to a sponsored project, this request must be approved by the OR, Office of the Provost and Vice President for Academic Affairs, and Vice President for Administration & Finance. Approval will be granted if there is a record of concurrence from the sponsor for the specific international travel requested. PI's should note that most federal agencies have restrictive regulations concerning international travel. In many cases, even though the awarded proposal may have included a line for international travel, such travel must be specifically approved in writing by the organization at the time the travel is actually to take place. Requests for reimbursement of travel expenses will not be honored in excess of the dollar amounts allowed by University policy.

Travelers funded through sponsored programs are required to use U.S. flag carriers for air travel to the extent required by the Fly America Act and applicable regulations, including tickets for foreign travel. If you are unsure of which airline to use, the OR can provide assistance.

**CONSULTANTS**

In some cases, a sponsored project may require the use of one or more consultants. Care should be taken that this is an approved expense for the particular project. The PI must comply with University and Federal requirements which apply to the hiring of all consultants. *Employees of the University may not receive compensation for consulting with their colleagues within the University.* Consultation with other institutes within the USM must be approved in writing by the President of UMES and an official representative of the originating institution. Refer to the Faculty Handbook for additional information.

**EQUIPMENT**

The sponsoring organization's award may include provision for the acquisition of special-purpose equipment. In the majority of cases, the approved equipment is purchased through the University. *The PI has the responsibility for (a) assuring that the equipment is not already available within the University,* (b) determining the proper specifications and issuing the requisition for the equipment, and (c) assuring proper receipt, inventory identification, and functioning of the equipment prior to authorizing vendor payments by the University. It should be noted that any equipment that is to be purchased which has not been specifically approved in the award notification often requires authorization in writing by a sponsoring organization official. Such requests by PIs, stating the need for the equipment and the source of funds (additional funds or budget reallocation), must be submitted to the OR for institutional endorsement.

**CHANGE OF PRINCIPAL INVESTIGATOR**

Circumstances may on occasion warrant the designation of a new temporary or permanent PI. A sponsor must be advised and permission obtained before a new principal investigator may be designated. If the PI leaves the University and it becomes necessary to nominate someone, such requests must bear the signed endorsement of the department chairperson and the appropriate Dean. If the request is made by the department chairperson, it must be endorsed by the Dean. If the PI is a Dean or Vice President, the request should bear the endorsement of the next higher authority.

A request to a sponsoring organization for designation of a new PI will normally state the reasons for such change and will include curriculum vita of the PI-designate. Such requests must be submitted to the OR for institutional endorsement, before forwarding to the sponsor.

**TRANSFER OF CONTRACT OR GRANT**

**To Another Institution**: A PI who is transferring to another institution may wish to continue his or her sponsored research projects there. Steps may be initiated to transfer the grant or contract only upon concurrence of the department chairperson and the Office of the Provost and Vice President for Academic Affairs. Permission must be obtained from the sponsoring organization for such transfers (transfers are by no means automatically granted by all sponsors); arrangements must proceed through the OR. There may be instances in which the University may elect to retain a project and nominate an alternate principal investigator; this also requires agency approval.

**From Another Institution**: A faculty member coming from another institution may have a sponsored project he or she wishes to transfer to UMES. Such transfer requires the home institution's approval in addition to the approval of the sponsoring organization. A new proposal (or the revised original) with new budgetary information must then be processed at UMES through the normal routing and approval cycle, prior to submission to the sponsoring agency.

**PROGRAM INCOME**

Income derived from services or goods that form part of a project supported in whole or in part by a sponsoring organization must be reported to the organization, with few exceptions. Such income should be deposited to an appropriate account. Any PI expected to recover income through a sponsored project should discuss this with the Vice President for Administration & Finance.

**INVENTIONS AND PATENTS**

The University of Maryland Policy on Intellectual Property defines the rights and responsibilities of any inventor who is a member of the University. The Policy is intended to safeguard the interests of the inventors, the University, and the public. All inventions must be disclosed to the University. Except in cases of statutory or other legal restrictions the University does not waive its rights to inventions arising from projects performed under its auspices. The University will make every effort to have inventions evaluated, patented, and licensed, so that the results of research can benefit the public. PIs should contact OR for instructions and assistance. Additional USM information can be found at the following: <https://lib.guides.umd.edu/patent_tm>

**COPYRIGHT**

The University Copyright Policy defines and preserves the interest of faculty authors and of the University. The policy is administered by the University.

**REPORTING**

With few exceptions, every sponsored project will require a number of reports during the life of the project and most certainly at its conclusion. Every PI should be prepared to submit a final technical report. The importance of the submission of such a report on a timely basis cannot be overstated. In a grant or contract arrangement, unlike a gift, the sponsor expects and deserves to be informed of results. Negligence by the PI may substantially impact his or her (and the University's) ability to receive other support from the sponsor; it could also result in a loss of payments to the University for costs already incurred. Such losses could become a liability chargeable to the department and University.

In addition to the technical report(s), other reports may be required relating to inventions (OTL), equipment accountability (physical facilities), fiscal data (Office of the Comptroller), and voucher submissions (Office of the Comptroller).

**ACCOUNTING**

Primary responsibility for technical and fiscal management of any project begins with the PI. The OR is responsible for collection of data and reporting of revenues associated with grants and contracts with the exception of 1890 Land Grants. The Office of the Comptroller is the entity responsible for recording and facilitating all financial matters relating to expenditures and revenues. The Comptroller's Office will make no adjustments such as encumbrances, expenditures, or cost transfers without initiation of such adjustments from the PI or his or her designee. In order to transfer incorrect charges from one account to another, the proper form must be filled out, authorized and submitted through the OR to the Comptroller's Office.

**AUDIT**

Financial and other sponsored project records are regularly audited. Such records are maintained primarily by the OR and the Comptroller's Office. In addition each department is expected to maintain records at the local level, such as those recording and justifying charges to sponsored accounts for personnel appointments, salaries, payroll documents, purchase requisitions and orders, and other primary documents.

Records at the Comptroller's Office and the OR are audited regularly by Federal, State, and other external auditors and by the University's internal auditing staff. No external auditors may examine records or interview staff within any University department or unit without first presenting a letter of authorization to the department chairperson.

The letter of authorization will be issued by the UMES Comptroller, if deemed appropriate, and departments will be given advance notice of such audit visits by the Comptroller. The details of this procedure appear in the UMES Administrative Procedures and Policies Manual, "Contracts with Auditors External to the Campus."

These procedures are designed to protect campus departments from audit "fishing expeditions," and from unnecessary and unauthorized audit reviews.

**Other Contact Information Human Resources**

To obtain information on personnel issues including hiring policies and fringe benefits, contact Mary Ames, X6401.

**Purchasing**

To obtain information on purchasing of equipment, services, etc, contact Jacqueline Collins, X 6407.

**Comptroller**

To obtain information on financial reporting, not available through the OR, contact Bonita Byrd, X6088.

**UNIFORM GUIDANCE REGULATIONS AND COMPLIANCE**

**Cost Principles for Educational Institutions**

The electronic code of federal regulations:

<https://www.ecfr.gov/cgi-bin/text-idx?SID=6214841a79953f26c5c230d72d6b70a1&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl>

establishes principles for determining costs applicable to grants, contracts and other agreements with educational institutions, and providing guidance on administrative procedures. The principles are designed to provide that the Federal Government bears its fair share of total costs, determined in accordance with generally accepted accounting principles, except where restricted or prohibited by law. It also sets standards for obtaining consistency and uniformity among Federal agencies in the administration of grants to and agreements with universities, and sets standards for the audit of universities expending Federal awards.

* + - **Supplant** - Federal grant funds may not be used to supplant state funds. For example, federal grant funds cannot be used to pay departmental bills unless specifically stated as part of the statement of work and included in the approved award.
    - **Institutional Base Pay** – Federal grant funds cannot be used to increase institutional base pay.

**In addition to the Uniform Guidance, FARS governs how UMES administers contract awards.**

The FARS is the primary regulation for use by all federal agencies in their acquisition of supplies and services with appropriated funds (i.e. contracts).

**Federal regulations govern the administration of awards including the following in order of precedence**:

* + - Award Terms and Conditions
    - Special Conditions
    - Program Rules
    - Agency Rules
    - Uniform Guidance

**State of Maryland and University System of Maryland has established policies**.

* + - Administration & Finance Manual
    - Faculty Handbook (Resources for Research)
    - State and USM Audit Policies
    - Independent Audit Policies