1. RFA issued by sponsor
2. PI assembles team, compiles required documents for submission
3. PI completes UMD Routing Form & attaches necessary documents as hard copy (regardless if submission is ultimately electronic)
   - **Completion of** Routing Form includes:
     - Names, percentages of credit (DRIF), and ALL signatures – Co-PI’s and ALL respective Chairs AND Deans. Only UM personnel should appear on the Routing Form.
   - **MINIMUM necessary documentation includes:**
     - Statement of Work
     - Budget
     - Budget Justification
     - Statement of Work, Budget, Budget Justification, and Letter of Participation signed by Authorized Representative for any Subawards intended to be issued.
   - **(Below items IF APPLICABLE)**
     - Sponsor’s written policy when allowable F&A (indirect costs) rate is less than our approved rate. (Preferred is page from RFA)
     - Protocols (IRB or IACUC) – either number or mark “pending.” Protocols are necessary for most projects involving human subjects, including surveys. Theresa McCoy is AGNR’s/UME’s point person on this.
     - Cost-share work-sheet signed by Chairs or designee
     - Letters of commitment from Third-party participants. Letter must be signed by person authorized to commit resources for that organization and should specify dollar value of the commitment.
4. Once all documents have been reviewed by Departmental personnel, the completed Routing Form and necessary documentation are forwarded to Dean’s Office for review.
5. Upon review and correction (if needed), Dean signs and delivers to Office of Research Administration for review.
6. Upon ORA’s review and correction (if needed), ORA either:
   - a. Completes transmittal letter, if hard copy submission, and NOTIFIES DEPARTMENT THAT PROPOSAL IS READY FOR PICKUP BY DEPARTMENT. ORA DOES NOT MAIL HARD COPY SUBMISSIONS.
   - b. Or submits proposal electronically to agency
7. Sponsor notifies ORA regarding funding decision.
8. If University receives notification that sponsor has decided to fund the project, then an FRS account is established. If there are subawards included in budget, and award has been made, PI must complete a Subaward Request Form for each subawardee.

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ORA/OCGA will not issue FRS account until Protocol approved and Protocol # issued. If you hear from sponsor that award is likely to be made, you should initiate Protocol process at that point.