AGNR Pre-Award Services
Topics to be covered

- Proposal Preparation
- Time/effort on proposals
- Cost-Sharing/Matching Funds
  - criteria, examples, salary cap
- Appointments
- Indirect Costs: rates

- IMPORTANT TO REMEMBER
Proposal Preparation

a) Notice of Intent Form
b) Routing
c) From preparation to submission
d) Timeline
e) Review Time - Disclaimer
f) Documents
(a) **PI MUST** fill out Notice of Intent to Submit a proposal form online **at least one month in advance.** You can upload the RFP document and/or link to the announcement.

http://agnr.umd.edu/agpas/notice-intent-submit

(b) NOI is received by all AG-PAS staff at agpas@umd.edu

- Assigned departmental Contract Administrator will acknowledge receipt of NOI to the Principal Investigator within 48 hours.
(d) Routing

**ALL** proposals, pre-proposals, non-funded/cooperative agreements, MTAs, MOUs, MDAs, IP Waivers..... **must** be routed through AgPAS

**GOAL:** To have all documentation routed to ORA for review at least six days **before** due date.
(e) From preparation to submission

**Step 1**
NOI is submitted - proposal preparation

**Step 2**
Routing - Review - Approval process
AgPAS to Department Chair/designee - AgPAS/Dean’s Office - ORA

**Step 3**
ORA will review, approve and submit the proposal per sponsor’s requirements.
(f) Timeline

30 days before proposal deadline
- NOI is submitted
- Contract Administrator acknowledges receipt

3 weeks before proposal deadline
- PI forwards signed Routing Form to CA
- PI and CA discuss and begin working on budget and justification
- PI & CA works with Subcontractor(s) and/or third parties
- CA generates COEUS proposal #

2 weeks before proposal deadline
- All subcontractor and third party documentation should be received by CA
- Budget is finalized
- CA will: (i) review documentation received; (ii) work on COEUS budget and/or sponsor generic forms (SF-424 etc., (ii) input budget into sponsor’s systems (Fastlane etc., when applicable)

1 week before proposal deadline
- PI forwards all *required documentation* to the CA
- CA reviews documentation, uploads to COEUS, routes for approval and submission

0 -6 days before SUBMISSION

APPROVAL AND SUBMISSION

Department Chair/designee
- Dean’s office
- ORA review, approve and submit per sponsor’s requirements
(g) Review Time - Disclaimer

- While our deadline for routing is six (6) business days, many proposals arrive less than 6 days before the deadline.
- We have never denied a submission based on this rule.
- AgPAS will still route and submit to ORA (or at least will try to route and submit) any proposal received, even at the last minute.

<table>
<thead>
<tr>
<th>6+ days before submission</th>
<th>0 - 3 days before submission</th>
<th>Day of submission</th>
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<tbody>
<tr>
<td>Full review</td>
<td>Some review</td>
<td>Little or no review</td>
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ORA may need to withdraw the proposal after submission, if it is later determined that there was a grievous error in the proposal (i.e. budget issues, failure to obtain internal approval)
Below is a sample list of documents needed for submission

<table>
<thead>
<tr>
<th>As the lead institution</th>
<th>As a subcontractor</th>
<th>From subcontractors</th>
<th>From Collaborators /Third Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Routing Form</td>
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<td>- Sub-recipient Form and/or Commitment letter signed by authorized personnel</td>
<td>- Signed Letter of Commitment</td>
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<tr>
<td>- Abstract / Project Summary</td>
<td>- Statement of Work</td>
<td>- Statement of Work</td>
<td>- Any other documents required by sponsor</td>
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<tr>
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<td>- Budget</td>
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<td>- Budget</td>
<td>- Budget Justification</td>
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<td>- CV</td>
<td>- Any other documents required by lead institution</td>
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Any questions....