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
- ADDITIONAL CONSIDERATIONS
Proposal Preparation

a) Notice of Intent Form
b) AgPAS Questionnaire/Certification
c) Drif, Credit Split for project
d) Routing
e) From preparation to submission
f) Timeline
g) Review Time - Disclaimer
h) Documents
(a) Notice of Intent Form

(a) **PI MUST** fill out Notice of Intent to Submit a proposal form online as early as possible preferably one month in advance. *You can upload the RFP document and/or link to the announcement.*

https://agnr.umd.edu/about/information/faculty-staff/agpas-pre-award-services/notice-intent-submit

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

- Assigned departmental Contract Administrator will typically acknowledge receipt of NOI to the Principal Investigator within 48 hours.
(b) AgPAS Questionnaire, Certification

**PI,** your next step is to complete the online AgPAS Questionnaire. It will route automatically to your assigned Contract Administrator.

Link for form:

[https://agnr.umd.edu/about/information/faculty-staff/agpas-pre-award-services/questionnaire-funded](https://agnr.umd.edu/about/information/faculty-staff/agpas-pre-award-services/questionnaire-funded)

Upon receipt of the Questionnaire, AgPAS staff will initiate the proposal in Kuali Research (KR.) Once the proposal is initiated, the PI will receive a system-generated email from KR instructing them to certify the proposal in KR, a process which entails answering eight questions.
Regarding your involvement in Development Proposal The role of Cadherin-6B N-terminal fragments during epithelial-to-mesenchymal transitions in chick cranial neural crest

UM KR donotreply@umd.edu <UM_KR_donotreply@umd.edu>  Tue, Sep 26, 2017 at 1:13 PM
To: kmccree@umd.edu

Please review the following proposal by clicking on Proposal Number. Please answer the certification questions if you agree to participate in this project. Proposal Details as follows:
Document Number: 2234086
Proposal Number: 38310
Proposal Title: The role of Cadherin-6B N-terminal fragments during epithelial-to-mesenchymal transitions in chick cranial neural crest
Principal Investigator: Kirsten McCree
Lead Unit: 1250701 - AGNR-Animal & Avian Sciences
Sponsor: 012780 - University of Texas-Pan American
Deadline Date:
Sample Certification Email

Regarding your involvement in Development Proposal The role of Cadherin-6B N-terminal fragments during epithelial-to-mesenchymal transitions in chick cranial neural crest
1 message

UM_KR_donotreply@umd.edu <UM_KR_donotreply@umd.edu> Tue, Sep 26, 2017 at 1:13 PM
To: kmccree@g.umd.edu

Please review the following proposal by clicking on Proposal Number. Please answer the certification questions if you agree to participate in this project. Proposal Details as follows:
Document Number: 2234068
Proposal Number: **38310**
Proposal Title: The role of Cadherin-6B N-terminal fragments during epithelial-to-mesenchymal transitions in chick cranial neural crest
Principal Investigator: Kirsten McCree
Lead Unit: 1250701 - AGNR-Animal & Avian Sciences
Sponsor: 012780 - University of Texas-Pan American
Deadline Date: 10/15/2017
<table>
<thead>
<tr>
<th>CREDIT SPLIT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PI Name:</strong> Jane Goodall</td>
</tr>
<tr>
<td><strong>Project Credit:</strong> 66.6%</td>
</tr>
<tr>
<td><strong>Dept Credit:</strong></td>
</tr>
<tr>
<td><strong>Tenure Home Name:</strong> UME-Alleghany</td>
</tr>
<tr>
<td><strong>Tenure Home Credit:</strong> 100%</td>
</tr>
<tr>
<td><strong>Joint Appt Dept Name:</strong> n/a</td>
</tr>
<tr>
<td><strong>Joint Dept Credit:</strong> n/a</td>
</tr>
<tr>
<td><strong>CO PI Name:</strong> Lucas Perry</td>
</tr>
<tr>
<td><strong>Project Credit:</strong> 33.4%</td>
</tr>
<tr>
<td><strong>Dept Credit:</strong></td>
</tr>
<tr>
<td><strong>Tenure Home Name:</strong> NFSC</td>
</tr>
<tr>
<td><strong>Tenure Home Credit:</strong> 50%</td>
</tr>
<tr>
<td><strong>Joint Appt. Dept Name:</strong> JIFSAN</td>
</tr>
<tr>
<td><strong>Joint Dept. Credit:</strong> 50%</td>
</tr>
</tbody>
</table>

- **PI's credit for overall project:**
- **When Key person does not have joint appointment, 100% credit resides in tenure home:**
- **Co-PI's credit for overall project. Must sum with other project credit value(s) to 100%:**
- **Values for Tenure Home and Joint Appt must sum to 100%:**
(d) Routing

ALL proposals, most pre-proposals, non-funded/cooperative agreements, MTAs, MOUs, MDAs, IP Waivers..... must be routed through AgPAS to ORA via Kuali Research

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

**NOI is submitted**
- Contract Administrator acknowledges receipt
- PI completes online AgPAS Questionnaire.
- PI and CA discuss and begin working on budget and justification
- PI & CA works with Subcontractor(s) and/or third parties
- CA initiates proposal in Kuali Research
- PI certifies when prompted.

**3 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 Kuali budget and/or sponsor generic forms (SF-424 etc., (ii) input data into sponsor’s systems (Grants.gov, Fast-lane etc., when applicable)

**2 weeks before proposal deadline**
- PI forwards all *required documentation* to the CA
- CA reviews documentation, uploads to Kuali, routes for approval and submission

**1 week before proposal deadline**
- Department Chair/designee
- Dean’s office
- ORA review, approve and submit per sponsor’s requirements

**APPROVAL AND SUBMISSION**
- 30 days before proposal deadline
- 3 weeks before proposal deadline
- 2 weeks before proposal deadline
- 1 week before proposal deadline
- 0 - 6 days before SUBMISSION
(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>
</tr>
</thead>
<tbody>
<tr>
<td>Full review</td>
<td>Some review</td>
<td>Little or no review</td>
</tr>
</tbody>
</table>

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>- Kuali Questionnaire</td>
<td>- Kuali Questionnaire</td>
<td>- Sub-recipient Form and/or Commitment letter signed by authorized personnel</td>
<td>- Signed Letter of Commitment</td>
</tr>
<tr>
<td>- Abstract / Project Summary</td>
<td>- Statement of Work</td>
<td>- Statement of Work</td>
<td>- Any other documents required by sponsor</td>
</tr>
<tr>
<td>- Statement of Work</td>
<td>- Budget</td>
<td>- Budget</td>
<td></td>
</tr>
<tr>
<td>- Budget</td>
<td>- Budget Justification</td>
<td>- Budget</td>
<td></td>
</tr>
<tr>
<td>- Budget Justification</td>
<td>- Cost-share Worksheet (when applicable)</td>
<td>- Budget Justification</td>
<td></td>
</tr>
<tr>
<td>- CV</td>
<td>- Any other documents required by lead institution</td>
<td>- Any other documents required by sponsor</td>
<td></td>
</tr>
<tr>
<td>- Current and Pending</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Cost-share Worksheet (when applicable)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Any other documents required by sponsor</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Time/Effort on proposals

- The PI **must** commit a percentage of effort to all federally-sponsored projects **UNLESS** it specifically states that no salary should be charged in the guidelines.

Your time/effort should be included **BUT** there may be exceptions.

- Under the new Uniform Guidelines, voluntary cost sharing is prohibited - this includes, but is not limited to, individuals committing effort without associated salary budgeted.
Cost-Sharing/Matching Funds

Criteria:
- It is specifically stated in the announcement.
- MUST BE REQUIRED, not preferred or encouraged.
- The service is an integral and necessary part of the project.
- Must be consistent with the University’s cost-sharing policy.

Samples of wording in announcement:
(a) …50% non-federal match is required for each proposal ($1 match for every $2).
(b) The amount of Federal funding requested shall not exceed 50 percent of the cost or $50,000, whichever is less. Unless a waiver is granted by NIFA…, it is the responsibility of the PD to secure required matching funds with non-Federal funds.
Cost-Sharing/Matching Funds

Examples:

• Salary
• 3rd party in-kind contributions
  – volunteer services: technical and professional personnel, consultants, labor, fair value of goods and services
• Donated equipment/space/property

REQUIRED: (1) signed Cost-share Worksheet
  (2) Specific Acct. # which to charge

Cost-share Worksheet can be found at:
## Indirect costs: rates

**UMD’s standard federal negotiated rate (MTDC)**
- On campus – 54.5%
- Off campus – 27.5%
- Off-campus remote – 26%

<table>
<thead>
<tr>
<th>Agency/Sponsor</th>
<th>Restrictions</th>
<th>Calculation Of Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>USDA</td>
<td>Limiting indirect costs to 22 percent of total Federal funds provided under the award. Therefore, the recovery of indirect costs on awards made by NIFA under this program area may not exceed the lesser of the institution’s official negotiated indirect cost rate or the equivalent of 22 percent of total Federal funds awarded.</td>
<td>$22 \div 78 = \textbf{28.20%} of TDC or UMD rate whichever is lesser</td>
</tr>
<tr>
<td>USDA</td>
<td>NIFA is prohibited from paying indirect costs exceeding 30 percent of the total Federal funds provided under each award. This limitation is equivalent to 0.42857 of the total direct costs of an award.</td>
<td>$30 \div 70 = \textbf{42.85%} of TDC or UMD rate whichever is lesser</td>
</tr>
<tr>
<td>US Golf Association</td>
<td>A project budget, which does not include funding for equipment, construction costs, faculty salaries, and not more than 16% indirect costs..... Project requesting $10,000 or less should not include indirect costs as outlined in the Funding Section.</td>
<td>\textbf{16%} of TDC</td>
</tr>
<tr>
<td>Maryland Stem Cell Research</td>
<td>... will cover indirect costs, not to exceed 15% of direct costs.</td>
<td>\textbf{15%} of TDC</td>
</tr>
</tbody>
</table>
ADDITIONAL CONSIDERATIONS

Examples of when AgPAS needs extra time ....

1. Waiver requests to be approved by VPR before submission.
2. Completion of Financial Conflict of Interest (when applicable – e.g. PHS).
3. Site review for foreign subcontractors/collaborators:
   (a) Screening run by the Export Control Office -
       (i) Checking government and international databases
       (ii) Takes a few days
       (iii) ORA cannot submit until screening is complete
4. Your Cost-Share Worksheet to be completed and must be signed BY THE CHAIR OR DESIGNEE.
5. Review documentation from subcontractors & third parties.
6. Complete sponsor forms and input data into sponsor websites.
Any questions....