Proposal Development – UC Infrastructure

PRE and POST AWARD SUPPORT

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and

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Proposal Preparation

• **START EARLY** – LET YOUR BA/GA KNOW RIGHT AWAY & PROVIDE THE SOLICITATION

• **READ & HIGHLIGHT** the required sections & documents

• Are you **REGISTERED** with the Sponsor?

• **COEUS** – need the Abstract, Budget & Budget Justification – as well as subaward documents – to obtain approvals

• Multiple colleges/departments requires longer period to obtain approvals
Proposal Preparation

• What are the **budget limits** in the solicitation?

• What are your **department’s/college’s budget policies and requirements**?

• **Cost Share** – approvals required at submission

• Do you have **collaborators or subawards**?

• **Indirect or Overhead** – UC’s approved rate v. the Sponsor’s published limit – on-campus v. off-campus rates

• **Special Forms** – F&A Waiver & Off-Campus Rate

• **Signature Authority** – submission & commitments
Office of Research (OoR) - Sponsored Research Services (SRS)

- Pre-Award support
  - FA and proposal review
  - Signing authority for items such as Reps & Certs
  - Submission authority for colleges without pre-award offices
  - Submission of JIT documents
- [Research How 2 | Sponsored Research Services](#)
## Office of Research (OoR) – Sponsored Research Services (SRS)

### Grants & Contracts
- Review compliance documents
- Award negotiation & acceptance
- Request account set-up / extension
- Submit progress reports
- Communicate with sponsor for changes such as: personnel, budget reallocation

### Accounting Division
- Set-up / extending grant accounts
- Financial reports to sponsor (interim & final)
- Invoicing
- Award closeouts (including final PR if not submitted by PI)