

Proposal Development – UC Infrastructure PRE and POST AWARD SUPPORT

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Proposal Preparation

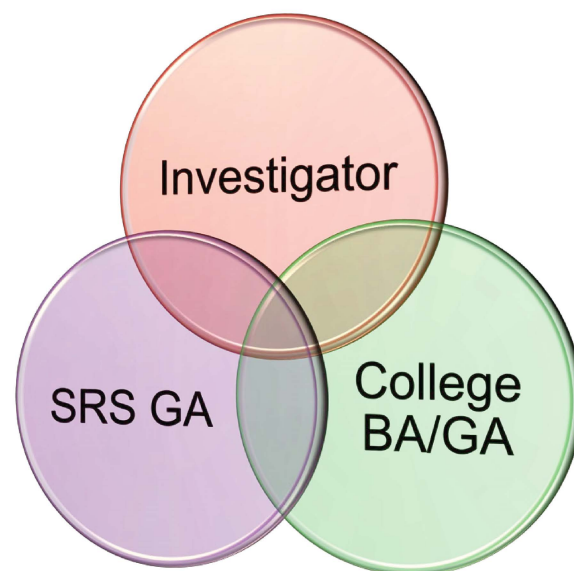
- **START EARLY** – LET YOUR BA/GA KNOW RIGHT AWAY & PROVIDE THE SOLICITATION
- **READ & HIGHLIGHT** the required sections& documents
- Are you **REGISTERED** with the Sponsor?
- **COEUS** – need the Abstract, Budget & Budget Justification – as well as subaward documents – to obtain approvals
- Multiple 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)

