

UNC-Chapel Hill
Department of Communication

Procedures for Submitting a Proposal with Staff Support

The University requires that all grant or contract proposals and subcontracts be submitted electronically through the RAMSeS system by means of an eIPF (electronic Internal Processing Form) and must be approved through proper university channels before submission to sponsors. [OSR Policy 200.7](#)

This document is intended to clarify the roles and responsibilities for the various units involved in successfully submitting grant proposals in the Department of Communication.

Key Roles in the Grant Submission Process

- Principal Investigator
- Department's Business Officer (Penny Harris)
- Dean's Office Budget Analyst (Whitney Baker)
- Office of Sponsored Research (Jill Thomas - Pre-Award Grant and Contract Specialist and Marcia Pederson - Award Management Program Administrator)

Principal Investigator (PI)

- Initial Proposal Preparation in Ramses
 - The Principal Investigator (PI) should prepare proposals according to the requirements of the sponsor and aligned with the University's established processing procedures and deadlines, so there is ample time to evaluate, revise (as necessary) and approve the application prior to the agency submission due date. [OSR Policy 300.3](#)
 - All PI's will start proposals in Ramses by completing the initial setup of the proposal and saving the document.
 - The PI will need to add the research administrator as an Administrative Contact with 0% effort in order for the research administrator to be able to see/make changes before submission.
 - The PI can still access/make changes until submission.
 - Subcontracts will include a budget, budget justification, scope of work and a letter of intent.
 - PI's for the subcontract must show 1% effort on this project. This can be cost shared or it can come from project funds.
 - Graduate students working on the project with the PI will be considered any employee of the university. As a result, they may not be paid via stipend if the project is not limited to students by the sponsor. Salary and fringe will need to be calculated for students.

- Please share a hard copy of the guidelines with the department's research administrator.
- Developing and Submitting a Budget
 - Most funding agencies require a budget that estimates the total cost of the project (direct and F&A) with a breakdown of cost per year. [OSR Policy 300.5](#)
 - When preparing the budget, the PI must ensure that all costs meet University as well as Sponsor cost principles including:
 1. A particular sponsor's cost restrictions outlined in the program announcement
 2. The Office of Management and Budget (OMB) [Circular A-21](#) for educational institutions
 3. The appropriate Facilities & Administrative (F&A) rate
- Submitting the Proposal for Review Process
 - All proposals must be internally reviewed and signed by an authorized UNC official prior to submission to the sponsor. PIs do not have the authority to negotiate for and/or commit to the performance of a proposal on behalf of the University. [OSR Policy 200.2](#)
 - With the exception of non-competing renewals, no proposal should be submitted to OSR, without prior review and approval by the PI's Department Head and Dean/Director/Chair. [OSR Policy 200.6](#)

Additional Information Regarding Departmental Grant Submission

To support faculty research, the University and the department both provide assistance in the proposal and administration of grants. The University office responsible for all aspects of grant administration is the Office of Sponsored Research:

<http://research.unc.edu/osr/>

They have many online resources identifying funding sources, outlining research policies, etc. They also have two useful information pages which list University contacts, financial information and general policies:

<http://research.unc.edu/offices/sponsored-research/policies-procedures/index.htm>

http://research.unc.edu/offices/sponsored-research/resources/data_res_osr_infosheet/

Department:

Pre-Award:

- The department's research administrator is the Business Officer, Penny Harris (pharris@emial.unc.edu 962-4981). The research administrator will work in collaboration with the PI to get everything related to the grant submission entered in Ramses and Cayuse (if government grant), and submits grants electronically to the Office of Sponsored Research including adding the appropriate forms, budget, attachments, etc. that are upload ready.
 - The department's Account Technician, Bill Swindell, will provide support on development of budgets.

- Please notify the research administrator in advance of submitting a grant so that she may schedule time to go over and submit the proposal.
- Also, please plan on making yourself available to answer any questions that may come up.
- Please follow sponsor guidelines in all submissions; however, a typical package includes a budget, budget justification, abstract and cover page.
- Additional materials may be required depending on the requirements of the granting agency.
 - The NIH and CDC have additional requirements.
 - If you are planning on submitting one of these (NIH or CDC), please notify Penny Harris one month in advance of the due date, so we can make sure you are correctly registered with the government for electronic submission

Important Submission Deadlines:

- There are deadlines for timely submissions to the department and to the Office of Sponsored Research.
 - Advance planning is essential in meeting these deadlines.
 - The department must receive the proposal at least ten business days prior to the due date to proof and submit a proposal.
 - The University requires five business day to process a grant submission.

Post-Award:

- Once a grant is funded, you will receive monthly financial statements showing all expenditures and remaining balances from the Account Technician.
- Please examine these statements and contact the Account Technician with any questions.
- It is helpful for PI's to meet with the department's Research Administrator and Account Technician midway through the project period to make sure that financial matters are proceeding smoothly.
- Likewise, a short meeting three months before the project close helps ensure that all loose ends are tied up cleanly.

Dean's Office Budget Analyst:

- The Dean's Office budget Analyst, Whitney Baker, advises on University policies and provides consultation and support to the Department's Business officer.
 - Consults on proposal submission; answers questions regarding budget, conflict of interest, allowable budget items if not in the solicitation, proper documentation, etc.
- Under most circumstances, faculty PIs do not need to contact the budget analyst.

Office of Sponsored Research:

- OSR provides the following support:
 - Jill Thomas - Pre-Award Grant and Contract Specialist reviews CAYUSE (if applicable) and RAMSES submissions to ensure proposals are properly completed, proper attachments are included, falls within the guidelines of the sponsor/solicitation.
 - Acts as point of contact and coordinates with sponsors to submit grant.

- Once a grant is funded, the Office of Sponsored Research serves as the primary contact with the granting agency and handles financial and contractual matters.
- Finally, after the grant closes, Sponsored Research will submit a final financial report to the granting agency to go along with any research-related reporting you may have.