

## CSBS Grant Submission Resource and Procedure Guide

Please note: **ALL grants must come through the CSBS Office of Research Administration (ORA) for signature at least seven days prior to submission.** Please contact Cindy Brown, Email: [cindy.brown@csbs.utah.edu](mailto:cindy.brown@csbs.utah.edu). Phone: 587-8201, CSBS Office of Research Administration, Carlson Hall 314-318

### Pre-Award

**Step 1. Develop initial research content, such as specific aims.**

**Step 2. Identify funding agencies.**

- You can either do this yourself, or contact CSBS ORA. Our office can help you identify potential opportunities to fund your project.

**Step 3. Finalize research content following agency guidelines.**

**Step 4. Contact ORA about your project as soon as possible, but no later than **seven** business days before the funding agency deadline.**

- ORA can work with you to prepare application, develop budget and justification, prepare required institutional documents, and routing for approval signatures.
- The more help you need in the process, the earlier you need to contact ORA.
- If the project involves multiple departments, multiple colleges, and/or multiple institutions, ORA will need more time to ensure all institutional agreements such as the “F&A” distribution forms are in order.

**Step 5. ORA will work with Office of Sponsored Projects (OSP) on submission of application**

- ORA will work with OSP on submission of application by providing the final proposal document, the required institutional documents, and will give the signal to submit application.
- OSP provides institutional approval and is required to submit most proposals. Once a proposal is submitted to funding agencies, the proposal is final and no corrections may be made, unless responding to system-generated errors prior to the Sponsor deadline.

### Post-Award

**Step 1. Once notification of award is received, ORA will contact the PI within **seven** business days to set up an award-management meeting**

- If the PI does not hear from ORA within seven business days after receiving award notification, it is likely that the notification has directly gone to the PI without going through ORA. We ask that the PI contact ORA as soon as possible.

**Step 2. At the PI-ORA meeting, options of grant management will be discussed with the PI, and the PI makes the decision about the level of ORA involvement in grant management. ORA provides the following options:**

- The PI maintains financial management on his/her own award with quarterly review by ORA.
- Department administrative officer maintains financial management with quarterly review by ORA.
- ORA grants manager manages the grant with various levels of assistance from ORA graduate assistants. Financial management is provided as needed. In addition, quarterly meetings with the PI are arranged to review project expenses and PAR forms.