

STEPS TO TAKE WHEN PREPARING A GRANT PROPOSAL OR CONTRACT (INCLUDING SUBCONTRACTS/RENEWALS)

1. Review the suggested timeline for grant submissions (add link when new website is published). Allocate several weeks for grant writing, recognizing that some larger grants (e.g., Center grants or training awards) can take a few months to write. Planning ahead allows the Office of Research Support time to establish internal peer reviews and consult on the grant narrative, which can heighten the probability of success.

2. Notify Tim Kirby that you are about to send in an application. Doing this as soon as you know you are getting ready to submit an application is essential so the School can assess resource needs of the project (space, administration, equipment, etc.) and whether it can be accommodated by the School BEFORE significant work is put into the proposal. It is especially important if your budget requires cost-sharing in which case the decision to approve submission it will lie with Dean Potter. All cost-sharing budgets at Rutgers require a Dean's approval.

Tim Kirby, Grants Facilitator, 848-932-5334, timkirby@ssw.rutgers.edu

3. Contact Tim with the funding announcement or mechanism. Tim helps with all aspects of proposal submissions: understanding guidelines, draft feedback, form completion, working with ORSP, budgeting, etc. This step triggers the generation and population of an application specific folder under your personal folder in the P: drive. For budgeting, please share your budget justification with Tim. Tim will work with the Business Office to ensure the most current fringe, tuition, and other rates, and will attach dollar amounts to your justification. He will also assure compliance with Rutgers grant regulations. Even if you create your own budget, please have Tim and the Business Office review. Budgets

submitted without their involvement often need modifications that can be difficult to negotiate post-award.

Under our current system, Tim handles all pre-award activities for proposals including competitive renewals and non-competing continuations. For all post-award issues, including cost transfers, expenditure questions, account establishment, and effort reporting, please consult Samantha Michaele in the Business Office.

A note on indirect costs, also called facilities and administration costs: Rutgers University policy requires that all proposals request the maximum rate allowed by the sponsor. Grants from states or other entities that "pass through" Federal funds to a subrecipient (i.e., Rutgers) are to be charged the Federal indirect rate negotiated between Rutgers and the Federal government. Any reduction in that rate must be approved by the Associate Dean for Research who will then forward the request to the Dean. If approved, the request is then sent to the Office of Research and Sponsored Programs for final approval. ORSP will only approve indirect cost waivers under exceptional circumstances. ORSP's full policy on indirect costs and waivers can be found here: <https://orsp.rutgers.edu/facilities-and-administrative-costs>.

4. Research Administration and Proposal Submission System (RAPSS) is used by the Rutgers Office of Research and Sponsored Programs (ORSP) to submit all externally funded sponsored programs. Tim will handle all aspects of RAPSS form completion and navigation. He will need your assistance for certain approvals within RAPSS, and he will contact you when those approvals are needed.

5. Working with Tim, submit all administrative documents to ORSP at least 5 business days before the deadline. All scientific documents must be submitted 2 business days before the deadline. Please review the Submission Timeline document in this folder for

suggested dates. Further clarification on this policy can be found here:

<https://orsp.rutgers.edu/proposal-deadlines>

6. Gifts, grants, and contracts. Gifts are received by the University through the Rutgers University Foundation. Please contact Erin Capone (ecapone@ssw.rutgers.edu) to process gifts. Tim Kirby does not handle gifts.

A philanthropic grant is a research grant application that is submitted to a private foundation or similar sponsor. Some submissions to foundations may take the form of a contract. For these types of applications, please work with Tim Kirby.

7. Other important preaward information. Some sponsors impose restrictions on the ability of investigators seeking grant funding to publish any findings resulting from the work conducted on the grant. As a research institution, Rutgers is committed to protecting the right of faculty to publish. ORSP has declined awards that relinquish the right to publication; even when ORSP approves, all such grants have to go to Rutgers Export Control for approval. Unless there are special circumstances, members of the faculty should not develop proposals that infringe upon their publication rights. Prior approval from the Office of Research Support is required if you are interested in working on such proposals; please contact Tim Kirby if you are developing such an application.

Begin thinking about obtaining **IRB approval** at the time of proposal submission if your project involves human subjects. When an award is made, ORSP and Grant and Contract Accounting will not open a grant spending account if there are human subjects without an approved IRB protocol.

You will need to submit an individual electronic Conflict of Interest (eCOI) certification at the time of proposal submission, and a research based certification once the award is received. Instructions are here:

<https://ecoi.rutgers.edu>

Please click on the 'Training Materials' link under the eCOI Information' box on the left side of the page.

Please be aware that Rutgers will need information from any **subcontractors** at the time of proposal submission. All of the required documents for subcontractors can be found here: <https://orsp.rutgers.edu/multi-institutional-projects-subawards>.

The ORSP website is a valuable resource for policy and instruction for all things related to pre-award requirements:

ORSP home page: <https://orsp.rutgers.edu/>

RAPSS log in page:

<http://rapss.rutgers.edu/eGrants/Rooms/DisplayPages/LayoutInitial?Container=com.webbridge.entity.Entity%5BBOID%5B78047E6170180D4495B0BA166113E54E%5D%5D>

Proposal Preparation information including a suggested proposal development timeline: <https://orsp.rutgers.edu/proposal-preparation>

8. Postaward procedures. Rutgers Grant and Contract Accounting (GCA) is the entity at Rutgers that establishes a grant account once an award is received. Establishment of a grant account means that an account is available to which grant-related expenses can be charged. Until you submit the final project report and close out the grant, you will work with the School's postaward team on all grant-related activities.

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Yesenia Basilio, Grant and Contract Coordinator, yeseniab@ssw.rutgers.edu

Stacey Porter, Grant and Contract Coordinator, sporter@ssw.rutgers.edu

9. Please review GCA's *Information for Principal Investigators*, found at postaward.rutgers.edu, for an overview of postaward tasks and responsibilities.

It is our job to help you as you conceptualize, identify funding for, write, and manage grant applications. We're eager to help, so please let us know early and often as you think about your career as a funded investigator.

Good luck!