

## PRE-AWARD PROCEDURES FOR APPLYING FOR GRANTS

1. Identify a grant opportunity.
2. Read the Guidelines to make certain you qualify and follow them closely.
3. Begin drafting the proposal.
4. Prepare a draft budget and budget justification.
5. Send the draft budget, budget justification, and the guidelines (or link to the guidelines) to CLAS Grants & Contracts Administrator
6. In order to complete the internal forms, CLAS Grants & Contracts Administrator needs the following information:
  - a. Title of the Proposal
  - b. The target start and end dates of the project
  - c. The due date of the proposal
  - d. Link to the guidelines
  - e. Whether the research is basic, applied, developmental, training, etc.
  - f. Human Subjects? Animals?
  - g. Controlled substances?
  - h. Subawardees? (If so, will need their contact info, budget, budget justification and scope of work.)
  - i. Collaborative proposal? (If so, who is the prime - UCONN or other?)
  - j. What would you like to include in the budget (e.g., summer salary, travel, GA, etc.)?
7. CLAS Grants & Contracts Administrator will prepare the Internal Proposal Review Form (IPRF), the Significant Financial Interest Review Form, and any other forms required for the specific proposal (e.g., Consortium Statement, Subrecipient Checklist & Consortium Statement, etc.). CLAS Grants & Contracts Administrator will email back to the PI the preliminary budget and justification.
8. The PI will sign the internal forms and have the Dept. head sign the IPRF as well. (If the PI is the Dept. head, s/he will sign the IPRF and then send to CLAS Grants & Contracts Administrator, who will obtain the Dean's signature.)
9. CLAS Grants & Contracts Administrator will review the documents, ensuring that the salaries, fringe benefit rates, IDC rates, etc. are accurate for the project period.
10. Once the PI approves the budget, CLAS Grants & Contracts Administrator will send it, along with the justification and internal forms, to Pre-award. The Pre-award staff will log in the proposal and assign an OSP grant manager to review the budget and documents.
11. Since OSP would like the proposal 5 business days before the submission date, please send the signed internal forms, budget, budget justification and scope of work to CLAS Grants & Contracts Administrator at least 7 business days before the submission date.
12. If the prime Principal Investigator (PI) is from another institution and UCONN is seeking a sub-award, CLAS Grants & Contracts Administrator will help complete the appropriate "Cooperating Institution Consortium Statement".
13. If the prime PI is from UCONN and a sub-award is to be granted to a co-PI unaffiliated with UCONN, CLAS Grants & Contracts Administrator will help complete the "Subrecipient Checklist and Consortium Statement". The PI will complete the Subrecipient Profile.
14. If the grant application will be submitted through Grants.gov, CLAS Grants & Contracts Administrator will be happy to assist the PI in completing and uploading the forms (e.g., SFS 424, budget and justification, etc.).
15. Should the proposal go through NSF's Fastlane, CLAS Grants & Contracts Administrator will assist the PI in completing the budget forms and uploading the justification once the PI provides her with access. The PI should upload any other form required for the submittal OR send the documents to CLAS Grants & Contracts Administrator and will upload them. The PI must allow OSP SRO

access. OSP can then review the documents on FastLane and ensure that all documents have been attached properly and the font and letter size, etc. are correct.

16. If the grant is to be submitted to any other agency, CLAS Grants & Contracts Administrator will assist the PI in completing that particular agency's application (e.g., Dept of Defense, etc.).
17. OSP completes the final submission to either NSF, NIH or any other sponsor requiring institutional submittal. (NOTE: Some foundations grant individual awards, which do not have to be submitted through OSP.)

## **POST-AWARD PROCEDURES AFTER GRANT IS AWARDED**

1. When a grant is awarded, the PI and OSP receive notification from the sponsor.
2. OSP sets up an account in KFS and notifies the PI and Fiscal Officer of the KFS #.
3. At that point, Payroll Authorizations can be processed and purchases made.
4. If the PI receives notification that an award will be made but OSP has not received the official notice, forward the award notice to CLAS Grants & Contracts Administrator and s/he will process a Request for Pre-Award or Advance Account form.
5. For Pre-Award or Advance Account request, please indicate the amount of the advance requested and what it will be used for (e.g., payroll, travel, etc.).
6. The PI should be aware of the rules, or conditions, of the grant award. For instance, in most cases, office supplies, phones, postage, etc. are not allowable costs. These are normally paid from the indirect costs that are charged to the agency.
7. CLAS Grants & Contracts Administrator will also help with No-Cost Extensions, Rebudget Requests, Cost Transfers, etc.
8. The CLAS Business Services Center offers the following services to all CLAS departments:
  - a. Purchasing
  - b. Travel Reimbursement
  - c. Payroll Authorizations
  - d. Personal Service Agreements
  - e. C0-17 (payments or reimbursements)
  - f. Grant expense monitoring and reporting