

# Guidelines for Competitive Grants (Federal, DC/Interagency, other)



This document outlines Guidelines for Competitive Grants for the College of Agriculture, Urban Sustainability, and Environmental Sciences (CAUSES). You are advised to follow procedures as outlined below to avoid delays or confusion. Diane Hyman is the Grants and Agreements liaison for CAUSES, responsible for working directly with the Office of Sponsored Programs (OSP) and the Office of General Counsel (OGC) to ensure full execution of documents. All questions or concerns about the process should be referred to Ms. Hyman at [dhyman@udc.edu](mailto:dhyman@udc.edu) or 274-7137.



***Important Note: Rushing proposals through without adequate review is not a practice of the University. To provide adequate time for proper review and processing, OSP requests that you plan to submit your proposals at least 7 – 10 business days in advance. Last minute submissions may be rejected by OSP if there is not sufficient time to conduct a careful review.***



***Useful UDC Institutional Information:***

- ***UDC EIN: 52-1152624***
- ***UDC Vendor Code: 1521152624***
- ***UDC Mail Code: 001***

To begin the process of grant approval, follow the Pre Award Activities as described below.

**Pre Award Activities:**

√ **Discuss the opportunity with your direct supervisor.** Once approved, you may move forward.

# Guidelines for Competitive Grants

√ **Email your draft proposal to Salome Amoussou, OSP**, at [salome.amoussou@udc.edu](mailto:salome.amoussou@udc.edu). Please follow proposal guidelines, i.e. letter of intent, narrative, and budget. OSP will review the proposal, including the budget. Where appropriate, OSP will ask a consultant to review the content of the proposal. OSP will set up a meeting with the Principal Investigator (PI) and provide assistance with developing the budget, as necessary. Once the review is completed and there are no concerns regarding submission, OSP will notify the PI to start the approval process.

√ **Complete a Grant Routing Form.** Fill out the routing form and obtain appropriate CAUSES signatures – PI, Chair/Director/Associate Dean and the Dean.

√ **Submit the routing form and proposal package to Ms. Hyman via email** at [dhyman@udc.edu](mailto:dhyman@udc.edu). Please forward two documents in your email: 1) the signed routing form as indicated above and 2) the complete proposal package in MS Word format. Ms. Hyman will submit the package to OSP and work directly with OSP throughout the approval process. Ms. Amoussou manages the Grants approval process in OSP. Once the proposal and routing slip are received, OSP will conduct another review. HR and budget requirements will be reviewed/approved by the Office of Talent Management and the Office of Finance as appropriate. Once the proposal has been cleared in Talent Management and Finance, the proposal will be forwarded to the Office of the Chief Academic Officer (CAO) for review/approval. Once the signature has been secured from the CAO, the PI will be notified. After notification, PIs may enter the proposal in Grants.gov or the appropriate electronic system/method advised by the grantor. If you are not familiar with Grants.gov, you may see Mr. Jose Santiago, Budget and Grants Manager for CAUSES.



*Ms. Hyman will alert Mr. Jose Santiago, CAUSES Budget Manager, that a proposal is in the pipeline for approval.*

If your grant/proposal is awarded by the agency where you applied, OSP will begin Post Award Activities as indicated below.

## **Post Award Activities:**

√ **Develop a Spending Plan.** OSP will need a spending plan to work with the UDC Office of the Chief Financial Officer to establish your budget in the Banner Financial system. Following is the link for a spending plan template: [http://files.udc.edu/docs/osp/Spending\\_Plan\\_Template.xls](http://files.udc.edu/docs/osp/Spending_Plan_Template.xls). Proposals that require interns should reflect stipends in the correct budget line within the spending plan. If you need help with developing the spending plan, please see Mr. Santiago for assistance.

# Guidelines for Competitive Grants

√ **Submit the completed and signed (PI's signature) spending plan to Mr. Santiago** for review. Once Mr. Santiago has cleared the spending plan for processing, it will be forwarded to OSP. In turn, OSP will work with the UDC Office of the Chief Financial Officer throughout the process. Mr. Santiago will notify the PI when the budget has been set up and provide necessary budgetary services.



***Important Note: New grants may take at least six weeks to be established due to approvals required within District of Columbia Government Finance.***



***Interagency transfers may be in the form of a purchase order, reimbursement and/or MOU. Please advise the grantor that any MOUs/Agreements should be forwarded to the University in MS Word format, as required for OGC review, prior to obtaining signatures.***



**General Housekeeping:** For recordkeeping purposes, a copy of the fully executed/approved routing form will be forwarded to the PI by OSP. Once received, the PI should forward a copy of the approved routing form to Ms. Hyman. Fully executed grants will be placed on ***Blackboard*** under the ***CAUSES Managers*** organization.