Office of Research Support

UPDATED: 7/20/16

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

1. Review the suggested timeline for grant submissions, contained within this folder.  
   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 the Associate Dean for Research, Ramesh Raghavan, that you are about to send in an application.  
   This step is essential so the Associate Dean 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 it will lie with Dean Potter.  All cost-sharing budgets at Rutgers require a Dean’s approval.
   
   Ramesh Raghavan, Associate Dean for Research, 848-932-5337, 
   ramesh.raghavan@rutgers.edu

3. Contact Tim Kirby, Grants Facilitator, about your proposal along 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 Emily Peterson 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. Any reduction in that rate must be approved by the Associate Dean for Research who will then forward the request to the Dean of the School of Social Work. 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.

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

**Emily Peterson, Assistant Business Manager, 848-932-5306, epeterson@ssw.rutgers.edu**

4. **Until October of 2016, complete the Rutgers Office of Research and Sponsored Programs (ORSP) Endorsement Form for all non-Federal grant proposals or contracts.**

http://orsp.rutgers.edu/endorsement-form
a. ORSP is the legally liable entity for all research conducted at Rutgers and the form indicates that the University agrees to grant terms; the form is also required to open a grant account once an award is made.
b. Form is signed by the PI and the Associate Dean. Applications to private funding sources may also need a signature from the Rutgers University Foundation.
c. No proposal should be submitted to a sponsor/funder without the completed endorsement form with the Associate Dean’s signature/approval.

5. If you a working on a federal proposal, no endorsement form is necessary. The internal Rutgers endorsement process and the proposal itself are handled through RAPSS. Learn how RAPSS works early in the proposal preparation process. You, as PI, will need to be comfortable entering data and uploading forms into RAPSS. Regular training sessions are held on RAPSS. We encourage you to attend one of the sessions. The schedule can be found here: https://orsp.rutgers.edu/

Tim Kirby can help you initiate the proposal in RAPSS and help you learn to navigate the system. If you are initiating the proposal, add Tim to the proposal team on page one of the funding proposal with read and edit rights so that he can work with you on the RAPSS proposal. Tim can also initiate the proposal in RAPSS if you would prefer.

6. 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: http://orsp.rutgers.edu/proposal-preparation-and-submission-proposal.

6. Other important information
a. 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 the Division of Grant and Contract Accounting will not open a grant spending account if there are human subjects without an approved IRB protocol.

b. 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](https://ecoi.rutgers.edu)

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

c. 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](https://orsp.rutgers.edu/multi-institutional-projects-subawards).

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

   ORSP home page: [https://orsp.rutgers.edu/](https://orsp.rutgers.edu/)

   RAPSS log in page: [http://rapss.rutgers.edu/eGrants/Rooms/DisplayPages/LayoutInitial?Container=com.webridge.entity.Entity%5BOID%5B78047E6170180D4495B0BA166113E54E%5D%5D](http://rapss.rutgers.edu/eGrants/Rooms/DisplayPages/LayoutInitial?Container=com.webridge.entity.Entity%5BOID%5B78047E6170180D4495B0BA166113E54E%5D%5D)

   Proposal Preparation information including a suggested proposal development timeline: [https://orsp.rutgers.edu/proposal-preparation](https://orsp.rutgers.edu/proposal-preparation)