ARHU External Grant Routing Review Guidelines

Routing Timeline

Please complete the Intent to Submit form to notify the College of any forthcoming proposals as soon as you have determined you will be submitting. Please contact Dean's office Grants Development Specialist Cara Kennedy (ckenned3@umd.edu) or Assistant Dean for Finance and Administration Julie Wright (jwright@umd.edu) with questions as you are developing proposals and budgets. **Two weeks before the sponsor deadline**, faculty should submit to the Dean's office for review the ORA routing form completed and signed by PIs and Chair, final budget and draft narrative. The Dean's office will review narratives and budget to ensure compliance with sponsor guidelines and UMD sponsored research policies.

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Narrative Considerations

The Chair's signature on the ORA Routing Form serves to vouch for the quality and integrity of the proposal. The Dean's office grants development specialist will provide thorough review and feedback on proposals if requested to do so and if received with adequate time to do so.

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Budget Considerations

- Budgets are estimates of anticipated spending, and precise costs for some items may not be known at the time of the proposal. The proposed budget should be the best estimate of the anticipated project costs. It is important to be aware of the sponsor's policy regarding rebudgeting once the project has been approved.
- All costs budgeted to the grant must be allowable, allocable and reasonable. This means that the line item must be allowed by the Sponsor's guidelines and/or UMD campus policy, there must be a rational method for allocating it to the project, and the cost of the item must be reasonable and in line with overall the budget. In cases where UMD campus policy is more restrictive than the sponsor, we defer to the UMD campus policy.
- Department Business Managers should be involved in budget development and be familiar with the sponsor's budget restrictions. The Dean's office is happy to provide guidance during the budget development process; however budgets should not be formally routed to the Dean's office without prior review by the Department Business Manager.

Salaries:

- Must be a reasonable estimate of the amount of time/effort each personnel will devote to the project. The amount of salary charged to grants must match the amount of time attested to on effort reports.
- Time charged to a grant does not automatically mean course release/buyout. Release from instruction time is negotiated between the faculty member and Chair/Department, and subject to dean's review and approval.
- For personnel on < 12-mo. contracts, academic vs. summer salaries need to be detailed on separate budget lines.
- To calculate academic year pay: Start with current base academic year salary and charge the % of that salary commensurate with the amount of time to be dedicated to this project. Figure COLA/merit increase (3-5%) each year on multi-year projects.
- To calculate summer research pay:
  - 9-mo Faculty: Up to 33.3% of academic year salary can be budgeted as Summer Research pay if a faculty member is working full-time on the research during the full summer period (5/23-8/22), or a portion of this if working less than full time or during only part of this period.
  - 9.5 / 10-mo Faculty: Up to 26.3% of academic year salary can be budgeted as Summer Research pay if a faculty member is working full-time on the research during the full summer period (6/1 – 8/16), or a portion of this if working less than full time or during only part of this period.
- GA salaries: use department stipend levels or hourly rates commensurate with GA level (Step I/II/III).

Benefits: See ORA Employee Benefits page for additional information
- As a general rule < 12-mo. faculty/staff should use 30% benefits rate on academic year salary; 8% on summer research unless otherwise justified; 12 month faculty/staff should use 30% benefits rate.
- GA benefits include health insurance and tuition remission calculated according to individual conditions.
  - Avg. health insurance for full-time (20 hr) GA (employee only) = $10,000 (FY16 rate; see ORA employee benefits page for most recent rate).
  - Full-time 9.5-mo. GAs eligible for up to 24 credits @ $651/credit (FY17 tuition remission rate)
  - Part-time (10 hr) 9.5-mo GAs eligible for up to 12 credits @ $651/hr.
  - 12-mo. GAs or summer appointments eligible for 8 (if full time) or 4 (if part time) summer credits.

Travel: Consult UMD Travel Policies for additional information
- All travel must be directly relevant to the project and justified within the project narrative. Foreign travel is particular subject to audit questions and must be appropriately justified.
- All federally funded travel must comply with the Federal Travel Regulation and the **U.S. Fly America Act**; a United States flag carrier MUST be used.
- Per diem allowances should be included in accordance with University of Maryland domestic rates and U.S. State Department international rates. Receipts are not required when utilizing UMD domestic per diem rates (or lower allowances as may be required by budget constraints).

Subcontracts: See Subcontract Manual for more detail
A subcontract (as opposed to a consultant or a vendor) is appropriate when a collaborator from another institution will perform a substantive portion of the proposed Statement of Work, has responsibility for internal programmatic decision-making and design, is responsible for assisting the Prime Recipient in meeting the goals of the project; is responsible for adhering to applicable Federal programmatic compliance requirements; and retains intellectual property and copyright to the work produced by the Subcontractor's personnel.

Cost Sharing:
- In light of University policy on cost share, cost sharing should be included only when mandated or highly suggested by the sponsor. Any cost sharing will need to be formally accounted for if the award is made.
- Cost sharing commitments by the department and/or College must be approved in advance of budget preparation. Please notify the College at least six weeks in advance if you anticipate requesting College resources.

Indirect Costs (F&A):
- Using the current agreement rates, calculate indirect costs on Modified Total Direct Costs*, unless there is a written sponsor policy stipulating a lower maximum acceptable F&A rate.

	On Campus	Off-Campus**: Remote / Adjacent***
Organized Research	52%	26% / 27.5%
Instruction	56%	26% / 27.5%
Other Sponsored Activities	38.5%	26% / 27.5%

- Waivers of indirect costs (either partial or complete) have to be requested and approved by Dept Chair and Dean, before being reviewed by VPR. It is in the department's best interest to include indirect costs, as the recovery of indirect costs results in DRIF funding. In rare cases it may be necessary to request of a waiver of indirect costs.

*Modified Total Direct Costs (MTDC) exclude tuition remission, equipment over $5,000, rental costs of off-campus facilities, and the portion of individual subcontracts over $25,000.
**An off-campus project is one in which the PI or a significant and identifiable portion of the project will be away from the PI's campus facilities (i.e. office and laboratory) for the entirety of the project and at least three consecutive months. The project personnel will be performing work in accordance with the statement of work of the sponsored project while at the off campus location.
An on/off campus project is one in which activities are occurring both on and off campus. To have an on and off campus budget, the off-campus activities must exceed 25% of the direct costs of the budget AND the PI or a significant and identifiable portion of the project will be away from the PI's campus facilities (i.e. office and laboratory) for a minimum of three consecutive months. If a project has both on and off campus components, the budget needs to be apportioned appropriately.
***The off-campus "remote rate" applies to activities performed outside the commuting area of College Park.
The off-campus "adjacent" rate applies to activities performed within the commuting area (50 miles) of College Park.