MARYLAND CENTER FOR HUMANITIES RESEARCH

Sponsored Research Steps
A guide for ARHU faculty developing and submitting external grant proposals

1. **Initiate**
   - Access the RFP/NOFO
     - Via email, notify Chair and ARHU's ORA CA of deadline; cc: ARHUresearch@umd.edu

2. **Draft**
   - Begin drafting proposal & budget
     - Draft budget with unit business manager
     - With business manager: create proposal in Kuali Research (KR)

3. **Prepare**
   - Submission process: How (Portal, Mail)
     - Enter Delivery Info instructions in KR
   - Who (PI, ORA)
     - Email draft budget and justification to dean's office (required) and draft proposal to grant writer for review (if desired). Use ARHUresearch@umd.edu

4. **Revise**
   - Draft & revise other application documents
     - Access UMD resources for doc templates
   - Revise budget, justification, proposal per dean's office notes
   - Complete Budget Summary tab in KR

5. **Certify**
   - Confirm all docs adhere to RFP requirements (content & format)
     - Upload final documents to KR via Attachments - "internal" tab
     - Answer PI certification questions in KR
     - Email Chair, College, ORA to expect KR notification for approval

6. **Submit**
   - Register for Grants.gov or other sponsor application portal
     - Link grants.gov or other profile to UMD

7. **Verify**
   - Verify
     - Submission process: How (Portal, Mail)
     - Who (PI, ORA)

8. **Revise**
   - Revise per ORA guidance

9. **Upload**
   - Upload application documents to sponsor portal
     - Route Proposal in KR (Chair-ARHU-ORA)

10. **Key**
    - Sponsor Action
    - UMD DUNS # 790934285
    - ORA Quick Reference Guide
    - Questions? ARHUresearch@umd.edu