

Proposal Development and Submission Process for UNC-CH

Submitting proposals through the UNC system for approval takes at least 8 business days. UNC's Office of Sponsored Research (OSR) requires 5 business days for reviewing and approving proposals and CURS needs 2-3 days for obtaining signatures prior to OSR. So to guarantee the approval by OSR in time to meet agency deadlines please have all *FINAL* information for the submission to CURS 8 business days prior to the agency's deadline date. The final version of information is now required for routing as OSR will not review and approve drafts any longer.

Steps for Developing and Routing Your Proposal

1. Contact CURS as soon as you decide you want to request funding.

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2. Provide CURS with the request for proposal or guidelines for submission from the funding agency.
3. CURS will send questions related to UNC- CH's Internal Processing Form (IPF) via an email to the PI to begin the proposal development process in UNC's online RAMSeS system.
4. Develop the budget with the assistance of CURS staff. (PI needs to have some idea of funds needed in various line items to be included in the budget and CURS Accounting Tech will put the budget into UNC and agency format and will add the appropriate details required by UNC such as fringe benefits and F&A.)
5. CURS and the PI will work together to generate the remaining items needed for the submission. CURS' staff will upload everything into RAMSeS for routing. There is a list of commonly requested items listed below.
6. The proposal gets routed for signatures by the PI, PI's home department, CURS and OSR via RAMSeS.
7. Once approval is received from OSR the proposal can be submitted to the agency. Depending on the type of submission the PI, CURS or OSR will be responsible for the actual submittal.

Commonly Requested Items Needed for Proposal Submissions:

<i>Proposal Item</i>	<i>Responsible Party</i>	<i>Description</i>
Internal Processing Form (IPF) – UNC’s internal form for routing proposal through RAMSES	PI & CURS	CURS’ staff will complete and route the Internal Processing Form (IPF). The PI will have to provide some details for the form but CURS will supply the PI with questions to generate the needed information. The PI is responsible for certifying the proposal in RAMSES.
IRB – (Internal Review Board)	PI & CURS	For projects involving human subjects, CURS staff will provide the necessary forms to the PI. The PI will be responsible for completing the forms and returning them to CURS staff. CURS will then submit the forms to the IRB Office for the PI. IRB approval is required by some agencies at the time of submission and others prior to an award being made. OSR will not issue an account number for funded proposals involving human subjects without IRB approval.
Budget & Budget Justification	PI & CURS	PI provides CURS staff with estimations of the cost of the project. CURS’ staff takes the estimations and puts them into UNC format applying the appropriate benefits, F&A rates, etc. and agency format if required. PI is responsible for developing budget justification but CURS is available to assist with items such as fringe benefits and F&A (overhead) justifications.
Project Summary	PI	PI provides CURS staff with the project summary if required by the agency. If not then CURS will request an abstract as a part of the IPF for internal use at UNC-CH.

Project Description/Proposal Text	PI	PI provides CURS staff with the project description/proposal text. CURS is available to proof and comment on this section if time allows.
Bio Sketch	PI & CURS	PI provides CURS staff with his/her bio sketch. CURS will assist the PI in tracking down the bio sketch for key personnel on the project if required by the agency.
Current and Pending Support	PI & CURS	PI provides CURS staff with his/her current and pending support. CURS will assist the PI in tracking down the support for key personnel on the project if required by the agency.
Facilities (List of facilities available to the research team in their home department and at CURS such as computers, cameras, recorders, etc.)	PI & CURS	PI provides CURS staff with his/her personal facilities. CURS will add the facilities available at CURS to the PI information if required by the agency.
Subcontract Information	Subcontractor, PI & CURS	It is the responsibility of the subcontractor to provide UNC's PI and CURS with their letter of intent (signed by their authorized official), scope of work and budget for their scope. <i>NOTE: CURS cannot route your proposal without this information.</i>
Other agency forms	PI & CURS	CURS will complete all agency forms required for submissions but the PI will be responsible for providing various details on these forms.

NOTE: No two submissions are alike so some of the above may or may not apply to your submission so please contact CURS once you have decided to go for funding at an agency and we will walk you through the process for your individual submission.