



Funded Research Support Guidelines for Departments and Faculty

The guidelines below were developed to provide effective support for faculty with regard to grant or contract proposal development and budget preparation. The steps were created with a “help us help you” team based approach that (a) best utilizes department and COE administrative services, (b) maximizes the efficiency of the process, and (c) improves the overall experience for faculty. **Please review the procedures and follow them sequentially when submitting a grant or contract proposal.**

Step 1. Initiate

Faculty should initiate the proposal development process through their department by **first notifying the Department Chair** of the intent to submit a grant or contract proposal. Secondly, the faculty member should meet with the Department Administrator and/or Accountant/Fiscal Tech to discuss the grant proposal and its requirements, specifically with regard to budget. (New Proposal Data Sheet forms and a new budget template have been developed by Pre-Award Services. The department administrators and fiscal services staff are being trained through RAN meetings on how to use these forms). Also, a resource “tool kit” will be provided electronically to department support staff and faculty that will provide standard information (e.g. hourly rates for graduate student employees, fringe benefit rates, postal charges, etc) that can be useful in budget and proposal preparation. Please work closely in this stage with the department support staff when developing the proposal and budget.

Step 2. Alert

After meeting with a faculty member who is planning to submit a proposal, the Department Administrator or fiscal staff member will complete a very brief online “alert” form that will be submitted electronically and go simultaneously to Bev Hall, Denise Wallen, Brenda Baker, Andrea Harvey and David Scott. This will alert us to the type and complexity of proposal as well as the deadline.

Step 3. Get Help With Complexities

If the department admin/fiscal staff and faculty member encounter complex issues with proposal development and/or budget preparation, Bev Hall (277-3690, bevhall@unm.edu) or David Scott (277-2925, dscott@unm.edu) should be contacted so that help can be provided as early in the process as possible. In the most complex cases, a meeting with the faculty member, department staff and/or Dean’s staff may be necessary to resolve the issues and develop a timeline.

Step 4. 10 Working Days Deadline

The complexity of submission for large federal grants (specifically NIH, NSF) necessitate that we have the proposal at least 10 working days in advance of the agency deadline. For smaller or less complex grants, the proposal must be submitted to Bev Hall at least 7 working days in advance of the deadline. This is to insure that we can take care of all of the potential issues encountered both in final budget approval and online submission. *Also, Andrea Harvey, from the Technology and Education Center is the specialist in Grants.gov and will provide the electronic proposal submission support for faculty. Andrea may be contacted at 277-8190 or garciaa@unm.edu.*