



Office of

SPONSORED PROGRAMS & RESEARCH

GRANTS PROCEDURE MANUAL



Executive Review
March 15, 2023



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Introduction



Introduction

The Faculty Grants Manual provides the framework for our daily operations and a reflection of our values. This manual defines our grant writing processes and provides a platform for continued high growth and effective strategies to secure, deliver, report, and evaluate sponsored programs, research, and other agreements and contracts. This manual will also equip us to meet strategic goals, reduce risk, and identify opportunities for data-driven decisions and program improvement.

Securing grants and contract awards has many professional and leadership development outcomes for faculty and staff which include increasing and developing knowledge, intellectual property, providing early research experiences to students, contributing to the national and international literature, and successfully impacting tenure and promotion and career pathways while promoting research excellence and economic development at Coppin State University.



Health and Human Services Building



Coppin State University

The Office of Sponsored Programs & Research (OSPR)



VISION

The Office of Sponsored Programs and Research (OSPR) plays important roles in student success and university Anchor Institution status through securing direct and indirect support for the establishment of university centers and faculty and staff mentored research. Through these resources, students can be recruited and retained at Coppin and in their educational journey can develop research skills they need to thrive in both the academy and the workforce. Sponsored programs and scholarly contributions provide student support for multiple short- and long-term career paths and provide on-campus employment to shorten time-to-degree. The Director of SPR develops partnerships with community organizations, industry professionals, and incubator facilities to expand Coppin student experience in the form of curriculum development and equipment funding, as well as a capstone course and scholarship programs. The Director develops partnerships with foundations, private, and corporate donors to support academic initiatives.

The Office Sponsored Programs and Research (OSPR) is institutionally responsible for all pre-award and non-financial post-award functions, including proposal submissions, the negotiation, and acceptance of all sponsored agreements on behalf of Coppin State University, award modifications, sub-recipient monitoring, and non-financial closeout of awards.

The Office of Sponsored Programs and Research (OSPR) works with Academic Affairs administrators to aid administration/faculty/staff with proposal preparation, applicable sponsor guidelines, as well as sponsored programs training, education, and communication. OSPR works closely with the Institutional Review Board (IRB) to safeguard and protect human research subjects and in conducting responsible research and the Grants and Contracts in the Division of Finance and Administration in managing all extramural awards and campus outreach initiatives for sponsored projects. The Director of SPR develops partnerships with community organizations, industry professionals, and incubator facilities to expand student career paths and networks. The Director develops partnerships with foundations, private, and corporate donors to support academic initiatives.



MISSION

The Office of Sponsored Programs and Research facilitates, supports, and promotes Coppin State University's research, scholarly, and creative activities as well as Inter-Agency agreements. OSPR helps the institution increase the level of sponsored research, encourage compliance and scholarly integrity, and protect the university's interests.

PRINCIPLES

Winning proposals are prepared for final review at a minimum of 10 days before the grant due date.

The Office of Sponsored Programs and Research Executive Committee provides insight and leadership on policy decisions on sponsored program activities, identifies resources, and formulates strategies for effective promotion and implementation of the university's research mission. This committee is comprised of university leadership, faculty, and staff representation.

The OSPR team provides comprehensive support services for faculty and staff in the preparation and submission of externally funded grants, contracts, and the management of funded projects.



Grants Life Cycle



PRE & POST AWARD STEPS

The Pre-Award Steps 1-4 and Post-Award Steps 5-7 have several university offices that create support and guidance for the entire Grants Life Cycle.



Pre- Award Steps

- Step 1: Generate Your Ideas
- Step 2: Find Funding
- Step 3: Develop Your Proposal
- Step 4: Proposal Submission

Post- Award Steps

- Step 5: Award Negotiation & Setup
- Step 6: Manage Your Award
- Step 7: Award Closeout & Post Closure



● Office of Sponsored Programs and Research

Coppin State University encourages faculty members to pursue scholarly activities that will contribute to their fields of study as well as reflect and sustain the academic goals and mission of the University. OSPR is the University's resource for supporting faculty in identifying funding opportunities, developing grant proposals, and submitting applications to government, foundation, or corporate funding agencies.

● Office of Grants and Contracts

The Office of Grants and Contracts helps develop research and project budgets and reviews all aspects of applications before submission to ensure compliance with federal, University, and funding agency requirements.

The Office of Grants and Contracts manage Post Award Steps 5-7:

- Award Notification
- Establishing an Account
- Drawing on the Account
- Salary Reimbursement
- Non-Student Employees
- Coppin State University Student Employees
- Budget Revisions
- Reporting Requirements
- Closing Out an Award/Requesting No-Cost Extensions

● The Division of Institutional Advancement

Consistent with the role of the Coppin State University Development Foundation (CSUDF), we strive to cultivate and maintain a variety of collaborative partnerships and alliances in pursuit of advancing the larger educational, economic and business interests of Coppin State University. The Division of Institutional Advancement supports faculty and staff in the pre-award and post-award process for projects and programs administered by the CSUDF.



The Office of Sponsored Programs and Research Services Offered



PRE-AWARD ACTIVITIES STEPS 1-4

- Dissemination of funding opportunities is available but is limited to direct email. Specific faculty may be contacted directly for research opportunities in their area of expertise.
- CSU staff participates in proposal development meetings with the principal investigator and key personnel.
- CSU staff contacts key personnel for required information, such as biographical sketches, current and pending funding, training records, etc., and assists in formatting this information to proposal specifications.
- OSPR staff provides proposal preparation (proposal and budget review).
- OSPR staff provides proposal submission assistance with the appropriate turnaround time for the review of grant proposals that are clearly outlined and disseminated in this document.
- The Office of Grants and Contracts in the university's Controller's Office provides pre-award proposal budget review for grants that will be administered by the university.
- The Coppin State University Development Foundation (CSUDF) provides pre-award proposal budget review for awards that will be administered by CSUDF.
- OSPR staff work with the Office of Planning and Assessment to obtain university data for the electronic submission of grants.



TARGETED PRE-AWARD SERVICES

These services create a clear and understandable pathway in support of faculty research efforts to achieve tenure and promotion, promote the mission of the university, and improve scholarly contributions on a local, regional, national, and global level.

PRE-AWARD SERVICES

- | PRE-AWARD SERVICES | EXAMPLE |
|--------------------------------------------------------------------|--------------------------------------------------------------------|
| 1. Identification of Funding Sources | 1. Share an Upcoming RFP (Step 2) |
| 2. Identification of Faculty Research Interests | 2. Create a Framework for Future Grant Writing |
| 3. Reference Materials Resource | 3. Share Article Related to Research Topic |
| 4. Consultation Services | 4. Brainstorm Research Questions |
| 5. Review and Approve Proposal | 5. Edit Proposal Draft |
| 6. Review and Approval Budget | 6. Offer Suggestions on Budget Draft |
| 7. Coordination of Federal Reporting Requirements | 7. Work with PI and Grants and Contracts Office |
| 8. Coordination with Campus Institutional Review Boards | 8. Present Workshops with Institutional Review Board (IRB) Members |
| 9. Interpret Proposal Guidelines and Contract Terms | 9. Review RFP with PI to Align Program to guidelines |
| 10. Provide Limited Review and Editing of Proposal Format and Text | 10. Offer Suggestions in Grant Formatting as needed |
| 11. Advise on Cost-sharing and Matching Commitment | 11. Suggest Internal Points of Contacts for Possible Matching |
| 12. Develop Training Activities if applicable | 12. Visit a Department Meeting to Discuss Upcoming Grants |
| 13. Conduct Sponsored Programs and Research Workshops | 13. Present University Day Workshop on Budget Preparation |



POST AWARD ACTIVITIES (STEPS 5-7)

The Office of Sponsored Programs and Research helps faculty and staff transition to post-Award status through the following shared services with the Office of Grants and Contracts:

- Provide New Award Orientation Sessions (clarification, should this be for a new Project Director)
- Provide information and training on effective grant report writing.

The Office of Grants and Contracts, Controller's Office is a resource to faculty and staff throughout the post-award process:

- Post-award account set-up in PeopleSoft
- Coordination of scheduled grant reports
- Guidance on processing funding agency's request for reimbursement, and
- Program/project assistance related to the management and compliance of awarded grants

WEBSITES

Website for Grants and Contracts: <https://www.coppin.edu/about/division-administration-and-finance/grants-and-contracts>

Policies & Procedures for Grants and Contracts:
<https://www.coppin.edu/about/grants-and-contracts/grants-overview-and-process>

Website for Frequently Asked Questions:
<https://www.coppin.edu/about/grants-and-contracts/grants-overview-and-process>

Website Resources for Coppin State University's Office of Sponsored Programs and Research and other Sponsored Programs and Research Resources:

- Ways to Collaborate
- Creating a Research Program
- How do I Submit Grants?
- Campus Fast Facts



Procedures for Submitting Proposals

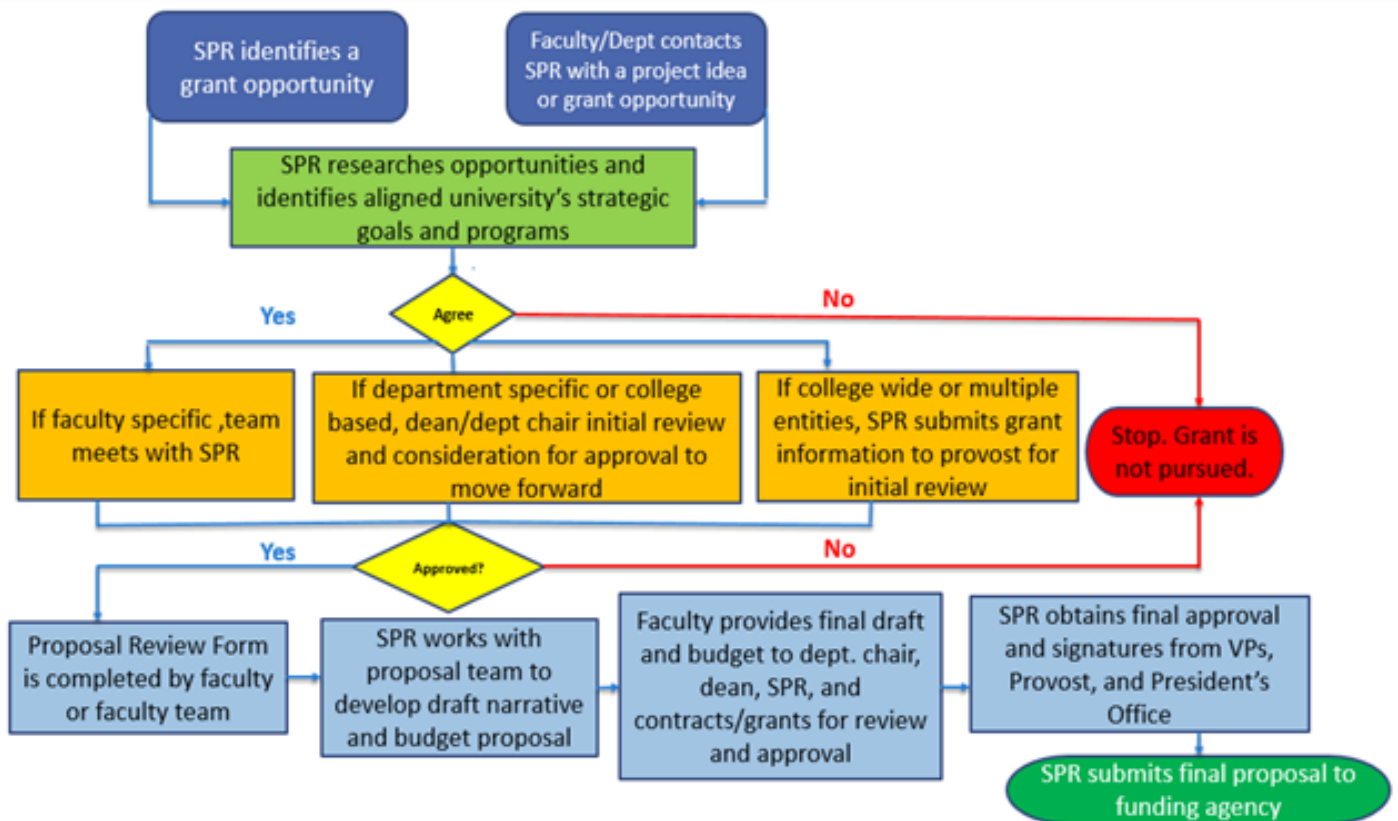


PROPOSAL DEVELOPMENT PROCESS WORKFLOW

Procedures assist Coppin State University faculty members in their efforts to obtain and administer grant funding for research or other scholarly activities.

Some of the information in this section is also relevant for program grants - projects that develop curriculum, renovate space, or fund student scholarships, for example - but it is primarily intended as a guide for sponsored research grant-seekers. Faculty members who are interested in pursuing or collaborating on program grants can review information the Office of Sponsored Programs and Research and Institutional Advancement and contact these functions for support.

All applications for sponsored research, fellowships, or institutional grants must be submitted through OSPR. In addition, preliminary proposals or letters of inquiry to foundations should be submitted through Institutional Advancement-Corporate and Foundations Relations. Submissions to either of these units are reviewed and forwarded for approvals through the Proposal Review Form (See page 32).





● Identifying Funding Sources and Seeking University Approval

Funding is available from government and private sources to support such activities as research, travel, equipment, publication, course development, conferences, and seminars. The application process is often lengthy and highly competitive. It is, therefore, advisable to start searching for funding and developing applications well before a project will begin.

Identifying funding sources in government entities includes searching for grants on Grants.gov and establishing accounts and gaining workspace access to Applicant Registration on Grants.gov. The Workspace Overview is a good resource for establishing an account. The Department of Education; the US Department of Health and Human Services (HRSA) have guidelines to prepare and submit applications, as well Applicant Training through Grants.gov. The National Institutes of Health has an application system, eRA Commons and guidelines for setting up an account for an NIH grant applications.

Registering for a National Science Foundation (NSF) Account to begin using FastLane and Research.gov, here is a quick guide, Welcome to New Accounts on Research.gov and a comprehensive guide: Research.gov resource. To work on a National Science Foundation (NSF) proposal and award activities via NSF systems, a user must have a role at an organization. Once you request a role, your organization's administrator will receive the request electronically to approve or disapprove it. For additional information go to the About Account Management page.

Faculty members who wish to seek funding for their individual projects should contact the Director of Sponsored Programs and Research as early in the process as possible. Before submission to external agencies, all sponsored research proposals must be reviewed by the Office of Sponsored Programs and Research, budget and budget justifications approved by the Office of Grants and Contracts, and all approved by the Dean of the academic unit, and the provost. All grants must have a financial review by the Office of Grants and Contracts. If the award is going through Coppin State University Development Foundation, then awards must have a financial review by the Comptroller of the Coppin State University Development Foundation. In some, the case of some applications, review of the President of the University is also required.

This review process is important because it does the following:

- 1.Ensures that proposals and projects adhere to all relevant policies;
- 2.Alerts internal administrative offices that funds may be coming in so they can respond knowledgeably to representatives from grant agencies who may have questions about financial arrangements;
- 3.Facilitates the work of the Office of Sponsored Programs and Research in finding other possible sources of funding for faculty research efforts;
- 4.Prevents potential conflicts in terms of limited submissions or longer-term research or fundraising efforts; and
- 5.Provides a key indicator of research effort and productivity.



● Developing a Proposal

A telephone conversation and/or an email exchange with the program officer at the targeted funding agency at an early stage in proposal development is a good way to ensure that a proposed project meets funder guidelines and gain valuable tips about shaping the proposal. It is also helpful to discuss proposal ideas with colleagues in the field, particularly those who have received grants from the funding agency.

Seasoned principal investigators (PIs) may be able to pass on tips for approaching different funders and specific strategies for writing a strong proposal. They may also be willing to read a draft of the proposal and make suggestions. The Office of Sponsored Programs and Research team can let applicants know which members of the faculty have held grants from a particular funder and can also provide direct assistance with grant writing.

The Office of Sponsored Programs and Research and the Office of Grants and Contracts presents workshops on such pre-and post-award topics as budget development, grant review processes at government agencies, hiring grant personnel, and financial record-keeping and reporting. Workshops also facilitate discussions with experienced grant recipients and panel reviewers from among the faculty as well as staff from relevant offices such as Human Resources, Finance & Administration, The Provost’s Office, Purchasing, and the General Counsel’s Office.

After determining which funding agency is a good “fit” for the project, the PI should become thoroughly familiar with the application guidelines. It is important to carefully follow all instructions, including such details as font requirements and page limitations, and to adhere strictly to the submission process and deadline.

In addition to funder deadlines, applicants must adhere to Coppin State University’s internal deadline for submission of required materials - which include the budget, budget narrative, and project summary - to the Office of Sponsored Programs and Research for review at least ten days before the required submission date. For Institutional Letters of Support at least fourteen days before the required submission date. A timeline is outlined below (This document is also in the Forms and Template section, See page 33):

Activity	Minimum Days in Advance of Deadline							
	ASAP	21	10	9	8	7	6	5
Contact SPR to notify of intent to apply, send copy or link to proposal guidelines to SPR and Contract and Grants, and schedule Submission Appointment	x							
Download Proposal Review Form to determine flow and permissions	x							
Become familiar with electronic submission procedures (i.e., determine any necessary registration and verify login information)		x						
Budget Review for Complex Budgets			x					
Required Review for Simple Budgets				x				
Final Edits to Narrative and Attachments Permitted	x	x	x	x	x	x	x	
Submission Appointment							x	
Submit Proposal Review Form with Necessary Signatures								x
Submit a copy of the final version of the full proposal								x



In general, reviewers of proposals want to read answers to the following types of questions:

- What exactly do you want to do?
- How does the proposed research/project fit within the sponsor's interests?
- Why are you best positioned to lead the research/project?
- How long will it take to do the research?
- What difference will the project make to CSU, its students, and the discipline concerned?
- What has already been accomplished in the project's area? (Preliminary research findings may be important.)
- How will you accomplish what is proposed?
- How will the results be evaluated?
- How much will it cost?
- How will the project continue after the funding period is exhausted?
- What other resources are funding the project?

Below is a description of typical proposal components and tips for addressing those:

TITLE or COVER PAGE

Many funding agencies, particularly government agencies, provide title page forms that require institutional information, contact information for the University and PI, and project information such as the title and starting/end dates. Applications that are submitted electronically are signed and certified when the Office of Sponsored Programs and Research submits electronically. Institutional review and approval of all submissions are facilitated through the Proposal Review Form, included in the Forms and Templates Section (See page 32).

Government funding agencies often request institutional information on application forms, such as the following:

Entity Number/Employer ID Number (EIN)/Federal ID: 52-600-2033 *
Congressional District: Maryland 07
DUNS #: 085001154
DHHS Indirect Cost Agreement (F&A)Rate: 49.5% of salaries and wages, fringe, and supplies and materials
DHHS Indirect Cost (IDC) Agreement Date: 11/20/2018
The PI should inquire about the current IDC rate.



*The Employer Identification Number (EIN) is assigned to organizations by the Internal Revenue Service (IRS), primarily for tax purposes. Think of the EIN as the social security number for our university; it is the unique identifier of the business and should not be shared broadly. The Data Universal Numbering System (DUNS) number is assigned by Dun & Bradstreet (D&B), a commercial company that the federal government contracted with to provide unique identifiers. While the EIN is sensitive, private information and should not be broadly shared, the DUNS number was designed to be publicly shared as a unique identifier.

PROJECT SUMMARY or ABSTRACT

The abstract is typically a one-page description of the major objectives of the proposed research and the strategies used to meet these objectives. PIs should always write the abstract according to funder's specific instructions since, in addition to providing initial insights into the proposed research or activity, it may be used to assign the proposal to the appropriate study section for review and/or entered national databases for public access.

PROJECT NARRATIVE/DESCRIPTION of PROJECT

Funder guidelines vary, but, in general, the project narrative should include a description of the project's overall goals and specific objectives and justify the need for the project in terms of its impact on the field and relationship to the current objectives of the funding agency. The description also typically delineates how the project objectives will be achieved, how the project will be evaluated, and how the results of the research will be disseminated.

Investigators should state very clearly what they intend to accomplish. Proposals are often rejected because of vagueness in the research questions posed or jargon that is overused or misused. In the proposal, it is important to persuade reviewers of the project's merit and the investigator's ability to carry out the research. PIs with preliminary research data may want to include that data.

BUDGET

Most agencies provide detailed instructions for budget preparation as well as forms or a specified format that must be followed. PIs should read guidelines carefully before preparing a budget. The Office of Sponsored Research and Office of Grants and Contracts staff are available to help at every stage of development.

Grant budgets should include all costs associated with the successful completion of the project. They should include a line-by-line calculation of and narrative justification for all direct costs such as salaries, fringe, equipment, and supplies as well as indirect costs (also referred to as Facilities and Administrative (F&A) costs or overhead). In the Forms and Templates section there is a sample budget template for reference (See page 33). Information below provides an overview about typical budget line items and guidance for each one.



Personnel

If possible, all personnel who will participate in the research project should be identified by name, title, and/or category of employment. The following are categories of personnel that is often included:

- Principal Investigator (PI) and Co-Principal Investigator (Co-PI)
- Other Faculty
- Research Associates
- Research Assistants (undergraduate and graduate students)
- Administrative Assistants

Note that administrative and clerical staff typically can be included in grant budgets as a direct cost. Direct charging of these costs is appropriate only if several conditions are met, including the ability to specifically identify staff – and the integral services they provide – with the project or activity. It is strongly recommended to review the RFP to determine eligibility for certain costs.

Faculty/PI time is usually expressed in terms of the percentage of effort based on the ten-month calendar. Course buyout or release time refers to time away from the teaching duties of the University to conduct research during the academic year.

Faculty members must receive the approval of their department chairs, dean, and the provost when applying for release time and can consult with The Office of Sponsored Programs and Research on rates.

Faculty may also request summer salary according to sponsor guidelines. For summer compensation, PIs should calculate 1/10 of the current academic salary for each summer month of full-time effort that will be requested. In multi-year grants, PIs should calculate future summer salaries with a 3% increase. It is important to note that some funding agencies limit summer compensation and/or the percentage used to determine future year escalations. The Office of Grants and Contracts can assist with developing budgets and adhering to guidelines.

PIs are encouraged to seek guidance for determining salaries for Research Associates, including graduate students and postdoctoral assistants, from Human Resources and/or guidance from the department based on what is the typical market rate for the specific work being performed. It is recommended that PIs anticipate a 3% annual increase in salary costs for multi-year budgets.

a. Payments to undergraduate students: Students who are hired to work on grants should be compensated with wages that meet or exceed Maryland State minimum wage standards. The minimum wage for student workers employed by the University is \$15.00 per hour. Student wages should be processed through the Student Employment Contract (Insert link here from Appendix).

b. Leave Without Pay: If the award will involve being away for any part of the academic year, faculty must have the support of the department and Provost regarding the purpose and timing of the leave.



Fringe Benefits

Benefits are calculated for all salaries and wages, including undergraduate students during the summer months. Rates are subject to change and should be verified with the Office of Grants and Contracts.

Currently, a rate of 8% should be applied to the salaries of full-time faculty members, including salaries they may receive for release time during the academic year. Faculty may choose to calculate summer salary benefits at the XX% rate if they want to receive retirement plan contributions for associated time; they may also request an 8% fringe rate for summer salary but will not receive any contributions to their retirement plans.

A rate of 8% should be applied to the salaries of all full-time research associates or administrative support personnel.

A rate of 8% should be applied to the wages of CSU students working during the summer and graduate students working during both the summer and the academic year. If a CSU student is employed during the academic year and attending classes, their wages are not subject to any with-holdings, so no fringe is required (Need verification from Human Resources).

Additional considerations may apply for graduate students who are hired so PIs should check with the Office of Grants and Contracts for more information.

Consultants

PIs may need to hire consultants for unique services or contributions. A Scope of Work form, included in the Forms and Templates Section, should be reviewed by the Office of Sponsored Programs and Research and the Grants and Contracts Office in the proposal and budget phase (See page 35). Consultants do not receive any fringe benefits.

Participant Support Costs (NSF Grants)

The National Science Foundation includes a category in the budget forms for participant support costs and has restrictive policies about how those funds must be budgeted, spent, tracked, and/or reported. This budget category refers to costs that include stipends, transportation, and subsistence for participants or trainees, rather than employees.

Participant support funds cannot be used for other expense categories without specific written approval from the sponsor. PIs should track and monitor participant support costs separately from other project expenses.



Equipment

Equipment is generally defined on federal budgets as an item of property that has an acquisition cost of \$5,000 or more per unit and an expected service life of more than one year. Each item of equipment should be justified in terms of its importance to the project. PIs may want to let reviewers know that the requested equipment is not currently available at CSU for use. A vendor quote may be required, so please check proposal guidelines carefully.

Supplies and Materials

In this category, identify as specifically as possible, all consumable supplies, regardless of cost, and equipment with a unit value of less than \$5,000 or one year needed for the project. PIs who need assistance estimating the costs of unique supply needs, including shipping costs or requirements, can consult with the Procurement Office in Finance and Administration Division.

General office supplies such as paper, staples, pencils, and pens must be directly allocable on federal grants unless they can be directly allocated to a specific project and are fully detailed in the budget justification.

Computers and other electronic devices such as cell phones, iPads, and GPS are often used for administrative or instructional activities in addition to sponsored research. These items should not be included in federal grant budgets or purchased with federal funds unless they are:

- Necessary to fulfill the project's scope of work.
- Fully described and justified in the proposed narrative and budget.
- Specifically identified with and used exclusively on the project; and
- Approved by the sponsor.

Examples of computer purchases, for example, that may be justifiable as a direct charge on a federal grant award includes a computer attached to equipment necessary to analyze data or a laptop used to conduct tests or interviews in remote locations.

Publications

Some funders provide support for anticipated publication costs of research results. PIs may want to consider page charges and reprint costs in their estimates.

Also, review the disclosure requirements on publications. Some funders have specific disclosure requirements related to mentioning funding agencies in publications. Please check the funders' guidelines regarding disclosures.



Travel

Travel may be necessary to conduct fieldwork or attend relevant conferences. All travel expenses included in a grant budget (transportation, lodging, meals, and incidentals) should directly benefit the project.

Reviewers typically scrutinize this category so PIs should provide as much detail as possible for travel expenses in the narrative justification, including the name(s) of all travelers as well as the purpose, destination, and time frame for the proposed travel.

Faculty traveling with undergraduate students for any purpose, including faculty research, are required to meet with the Dean to understand their responsibilities as a leader and are required to register their travel with Coppin State University.

Other Costs

Tuition remission, student scholarships, non-employee travel reimbursement, and student stipends are examples of other costs. Discuss types and give guidance on the calculation of indirect costs.

Subcontracts/Sub-award Agreement

When subcontracts or sub-awards are necessary for a project, the total dollar amount budgeted should include both the direct and indirect costs of the subcontracting party. Please note that subcontractors differ from consultants or vendors in terms of their respective roles on a project.

A subcontractor is a person or an entity that enters into a formal agreement to conduct significant portions of the work described in the research plan. Proposed subcontractors need to provide CSU with a detailed budget, which is incorporated in the overall application, and must agree to adhere to all applicable federal requirements.

PIs who are considering including a sub-award/subcontract in an application should contact the Director of Sponsored Programs and Research. A sample Scope of Work is included in the Forms and Templates Section (See page 35).

Letters of Commitment or Support

Letters from collaborating individuals or organizations are often required and should be sought from partners well before the submission deadline. There are also guidelines on the Proposal Review Form for university leadership support letters.



Indirect Costs

Indirect costs, also known as Facilities & Administrative (F&A) or overhead costs, cover operational expenses at CSU that are necessary, but that cannot be attributed to any single project, such as utilities and administrative costs. The University has a negotiated rate of 49.5% on base salaries and wages, fringe, supplies, and materials. This rate should be applied to all salaries and wages included in grant budgets that allow full recovery; fringe benefits and other costs are not included in this calculation. The rate is negotiated by the Controller's Office with DHHS. It is subject to change and should be verified with the Office of Grants and Contracts.

Certain government agencies or programs as well as private foundations may limit indirect costs or disallow them entirely. Check guidelines carefully for such limitations. Applications that disallow or restrict requests for indirect costs must be approved by the provost, and funder guidelines should be attached to the Proposal Review Form to justify the reduced rate (See page 32).

Costs Sharing

Cost-sharing sometimes referred to as matching, is a project cost that is defined in a grant proposal or budget and not requested from or reimbursed by a funding agency. Mandatory cost-sharing means that a funder requires this type of contribution as a condition of the award. Voluntary cost-sharing is not required and/or is offered in excess of mandatory requirement thresholds.

Coppin State University generally encourages applicants to limit cost-sharing to those instances where it is mandated by a sponsor. Note that, in some cases, general statements in proposal narratives may be appropriate to indicate a principal investigator's participation without creating a contractual, auditable quantified commitment of effort. Sponsored Research can provide additional guidance in those instances.

Whether it is required by a sponsor or not, any cost-share committed in a grant proposal or budget and accepted by the sponsor becomes legally binding and is subject to audit. PIs should, therefore, identify the source for and seek approval on all matching funds at the time of application and track those expenditures post-award. There is a cost-sharing area on the Proposal Review Form (See page 32).



● Curriculum Vitae (or Biographical Sketches)

In most instances, funding agencies require curriculum vitae or biographical sketches for the PI and all key personnel. They should be current and adhere to all specific requirements, including page limits.

● Institutional Overview or Profile

Funders may require institutional information, such as the number of graduates in a particular field or a simple excerpt from the university's mission statement. Note that these types of requests may require the involvement of multiple offices on campus, so PIs should leave sufficient time prior to proposal deadlines. University quick facts can also be found in Institutional Research resource.

● Summary of Submitting a Proposal within the University

The pre-submission process for all proposals or applications is as follows:

- The principal investigator's department chair should be notified by the PI about any proposal being submitted. This allows for better coordination of research efforts and teaching schedules. The department chair must approve of any request for release time or leave without pay on the Proposal Review Form (See page 32).
- The PI should send the completed, signed Proposal Review Form indicating approval of the department chair and dean - along with the budget, budget justification, project summary, and any other required forms to the Director of Sponsored Programs and Research no fewer than 10 business days before the application deadline.
- The Office of Sponsored Programs and Research will review the documents for completion and accuracy and forward those for review and approval by the provost.
- If the grant will be administered through the university, the Office of Grants and Contracts Office will review the budget and budget justification and sign the Proposal Review Form. If the grant will be administered through the Coppin State University Development Foundation, the CSUDF comptroller will review the budget and budget justification.
- If the grant will be administered through CSUDF, then Coppin's president will also sign the Proposal Review Form.



● Guidelines for Completing the Proposal Review Form

Fill in the submission deadline of the proposal to the funder.

Section A

1. Fill in your name
2. Fill in the Proposal Title
3. Check the appropriate sponsor: Federal; State; Local; Foundation; Corporation; Interagency Agreement; or if is other, please specify
4. Fill in the project start date and project end date. These dates should correspond to your budget.
5. Fill in the name of the sponsor
6. If this is a renewal or revision—check the appropriate box and put in the current CSU Account Number.
7. Check the appropriate box if a letter of support is needed for the President or Provost, send the narrative and suggested sample letter
8. If you checked Interagency Agreement in #3, please include the IA Request for Proposals and the Completed Standard Interagency Agreement with this form, checking each of these boxes on the form as well.

Section B

Funds Requested

Funds Requested—fill in amount and Attach Budget. Fill in the Proposed IDC rate, for example from the RFP guidelines, if there are no published IDC guidelines in the proposal instructions, the university rate is 49.5%.

Cost-Sharing/Matching Funds

Cost-Sharing/Matching Funds-- If there is a percentage requirement of total budget to be matched indicate amount

- Provide a brief explanation of cost-sharing/matching funds of how the department or unit match funds will
- Provide name of person who authorized funds matching
 - If there is release time for faculty—briefly explain
- What is expected of the institution for this grant?
 - For example, if there are space requirements or technology needs explain the needs and scope.



Section C

Check any of the boxes if your grant includes the following:

Human Subjects

Human Subjects under the age of 18

The Institutional Review Board

Did the Institutional Review Board approve, check yes or no, if yes, then also attach approval documentation

When a project involves human subjects, PIs must receive approval from the Institutional Review Board (IRB) at Coppin State University. Some agency submissions require certification of IRB approval within a certain time period after the submission date or pending approval at the time of submission, so agency guidelines should be consulted. Research projects being conducted by CSU undergraduates: If the researched data may be used as part of a larger published project, IRB approval must be obtained. Checklist and IRB manual for additional instructions and information.

IACUC Animal Subjects

IACUC Animal Subjects-- Institutional Animal Care and Use Committee (IACUC) As mandated by federal law, oversees all components of the Institution's animal care and use program. Any member of Coppin State University who plans to initiate research involving animals must submit a protocol to the Institutional Animal Care and Use Committee prior to the project start date.

Sub-contracts (Risk Assessment Questionnaire (RAQ))

Sub-contracts (Risk Assessment Questionnaire (RAQ))-- This questionnaire will be used to assess the subrecipient's risk and provide the necessary information for issuance of a subaward agreement.

Responsible Conduct of Research (RCR) Training

Responsible Conduct of Research (RCR) Training-- Ongoing training in



Responsible Conduct of Research (RCR)

Responsible Conduct of Research (RCR) is mandated by all federal granting programs including NIH and NSF. Coppin State University requires that all undergraduate students, postdoctoral researchers, and graduate students who participate in NSF-sponsored research or relevant NIH training grant programs complete Responsible Conduct of Research (RCR) training.

PIs at Coppin State University are responsible for assuring that undergraduates, postdoctoral researchers, or graduate students involved in their sponsored research receive appropriate RCR training. Training should be completed within two months of a researcher's commencement of work. When individuals are working on projects for a shorttime, such as the summer, training should be completed within the first week of participation.

Coppin State University has designated the Assistant Vice President of Planning and Assessment to oversee RCR training compliance, which includes verifying that NSF-supported researchers and any NIH-funded researchers on awards with a relevant training component have completed RCR training.

Completion of relevant online Collaborative Institutional Training Initiative (CITI) modules for NSF-funded researchers and any researchers on relevant NIH training grants. PIs should select relevant courses for all student researchers associated with their NSF or NIH training grants based on their research and role(s) and inform them about how to access the training.

*Note: CITI courses satisfy NSF requirements, but PIs of NIH training grants may need to coordinate or provide additional in-person training. PIs who have questions about additional training should consult with the Assistant Vice President of Planning and Assessment.

Upon completion of CITI coursework, each student or other participant must print a certificate, and PIs are responsible for submitting certificates to the Assistant Vice President of Planning and Assessment.

Chemical/Physical Safety

Chemical/Physical Safety-- The hazards of chemicals vary widely, and appropriate precautions must always be used. Check this box if chemicals are being used in this proposal.



IBC:Bio-Safety:

IBC: Bio-Safety:Biological Materials (Recombinant DNA or RNA, infection agents)- includes oversight of experimentation that involves recombinant DNA, biological materials (e.g., infectious agents), and other potentially hazardous agents (e.g., carcinogens).

Conflict of Interest

IBConflict of Interest-- can occur when you (or your employer or sponsor) have a financial, commercial, legal, or professional relationship with other organizations, or with the people working with them, that could influence your research.

Early Research Experience for students/graduate assistants

Early Research Experience for students/graduate assistants—check this box if your proposal contains paid or unpaid research experiences for students or graduate assistants.

Tuition waiver

Tuition waiver—check this box if your proposal and budget contains tuition waivers.

New Course Development

New Course Development—check this box if there are new courses for this proposal.

Space Requirements

Space Requirements—check this box if you will need public university spaces, meeting areas or laboratory space that is unique to this proposal.

Export Control

Export Control- some items/technologies fall under the reach of U.S. export control laws. Sponsored programs may have export restrictions on particular items, equipment, technology, and data.

Licensing/Maintenance Fee

Licensing/Maintenance Fee-- A licensing fee is a money paid for a right or ability to use a property or asset. Things that can be licensed include software, patents, and copyrighted works. A maintenance fee can include an annual cost to service a piece of equipment, for example.Check this box if these fees apply to your proposal and make sure to include them in your budget and quotes for equipment.



Technology Needs

Technology Needs—for any technology needs, whether it is the purchase of new computers, software or upgrading existing technology equipment check this box.

International Travel Partnerships

International Travel Partnerships—if international travel is planned for any phase of the project, including dissemination of research results, check this box.

Support for Enrollment/Retention

Support for Enrollment/Retention—if you are supporting student enrollment or retention either through direct student support or program development, check this box.

Support for Scholarly Work/Community Service

Support for Scholarly Work/Community Service—if you are supporting your or your students' scholarly work and/or community service, check this box.

Section D

This is the Order of Signatures for this Form

- Project Director/Principal Investigator sign and date (should be 10 working days before deadline)
- Chair
- Dean
- Director of Sponsored Programs & Research
- Provost
- Vice President of Institutional Advancement (for grants that will be administered by CSUDF)
- CSU Controller (send to Grants and Contracts Office to review budget and then send forward to CSU Controller) OR Comptroller, Coppin State University Development Foundation (CSUDF)
- President—for grants, if awarded, that will be administered by CSUDF



● Submitting a Proposal to the Funding Agency

After all necessary approvals, the PI should work with the Director of Sponsored Programs and Research to submit the proposal to the funding agency. Most research applications are submitted electronically via Grants.gov or another federal agency portal.

Note that some agencies require the individual registration of PIs and assign unique usernames or credentials. Principal investigators who have not yet registered should contact the Director or of Sponsored Programs and Research at least two weeks before the application deadline for assistance with completing that process.

For the National Science Foundation (NSF), for example, proposals are submitted through Fastlane (www.fastlane.nsf.gov) and PIs register to obtain an NSF ID and confidential password. Once an application has been uploaded to Fastlane, PIs follow instructions to allow the Authorized Organizational Representative to review and submit the proposal. PIs submitted to the National Institutes of Health (NIH) register via eRA Commons, NIH's portal.

● Pre-Award Budget Modifications

Funding agencies may request budget modifications to pending proposals before the award is approved. These modifications must be reviewed by the Director of Sponsored Programs and Research who may need to seek approval from the Provost.

● Non-Funded Proposals

Do not lose hope if a proposal does not receive funding after one (or two) submissions! Many first-time applicants are declined. Competition has increased dramatically in recent years while available funding has decreased.

Many funders supply a copy of the reviewers' notes upon request. The Office of Sponsored Programs and Research team is a good resource for counsel regarding re-submission and how to address reviewer comments. The team is also able to help PIs seek information about alternative funding sources and opportunities.



Forms and Templates



APPENDIX A

PROPOSAL REVIEW FORM



PROPOSAL REVIEW FORM

Please complete this form and attach all required components: ALLOW TEN (10) WORKING DAYS BEFORE THE DEADLINE for processing within Sponsored Programs and Research. Call 410-951-3809 for assistance.

Submission Deadline: _____

SECTION A

1. Project Director/Principal Investigator _____
2. Proposal Title _____
3. Sponsor: Federal (CDFA# _____) State Local Foundation Corporation *Interagency AG Other _____
4. Project Start Date: _____ Project End Date: _____
5. Name of Sponsor: _____
6. Renewal Revision Account Number: _____
7. Letter of Support Needed? Provost President *Note: for President LOS, allow 10 working days and email ebrooks@coppin.edu, this form, detailed abstract of proposal, and suggested sample letter*
8. *If an IA AG is checked in Item #3, include the IA RFP and Completed Standard Interagency Agreement.

SECTION B

Funds Requested: (ATTACH BUDGET) \$ _____ Proposed IDC rate: _____% (Univ IDC 49.5%)
 Cost Sharing/Matching Funds: \$ _____ Final Budget

Brief explanation of cost-sharing/matching funds-how will the department/unit match funds?
 Who authorized?: _____ Release Time for Faculty (Briefly explain): _____

What is expected of the institution for this grant? Briefly explain the checked items in Section C _____

This Project will be administered by the University CSUDF *Note: grants to be administered by CSUDF must be signed by the ED of CSUDF and the University President. Payments must be made to CSUDF.*

SECTION C Indicate if your project contains any of the following:

<input type="checkbox"/> Human Subjects	<input type="checkbox"/> Early Research Experience for students/graduate assistants
<input type="checkbox"/> Human Subjects under the age of 18	<input type="checkbox"/> Tuition waiver
<input type="checkbox"/> Did IRB approve? <input type="checkbox"/> Yes, Attach documentation <input type="checkbox"/> No	<input type="checkbox"/> New Course Development
<input type="checkbox"/> IACUC: Animal Subjects	<input type="checkbox"/> Space Requirements
<input type="checkbox"/> Sub-contracts (Risk Assessment Questionnaire (RAQ))	<input type="checkbox"/> Export Control
<input type="checkbox"/> Responsible Conduct of Research (RCR) Training	<input type="checkbox"/> Licensing/Maintenance Fee
<input type="checkbox"/> Chemical/Physical Safety	<input type="checkbox"/> Technology Needs
<input type="checkbox"/> IBC: Bio-Safety, Biological Materials (Recombinant DNA or RNA, infectious agents)	<input type="checkbox"/> International Travel Partnerships
<input type="checkbox"/> Conflict of Interest	<input type="checkbox"/> Support for Enrollment/Retention
	<input type="checkbox"/> Support for Scholarly Work/Community Service

SECTION D

APPROVALS	SIGNATURE	DATE
Project Director/Principal Investigator		
Chair		
Dean (College)		
Director (Sponsored Programs & Research)		
Provost, VPAA/AVP		
VP/IA, for CSUDF (Corporate/Foundation)		
Controller, CSU or Comptroller, CSU Development Foundation		
President, Coppin State University		

(Form Approved Council of Deans 7/16/2020); Proposed Revision 6/29/2021



APPENDIX B

TIMELINES FOR ELECTRONIC SUBMISSIONS

Activity	Minimum Days in Advance of Deadline							
	ASAP	21	10	9	8	7	6	5
Contact SPR to notify of intent to apply, send copy or link to proposal guidelines to SPR and Contract and Grants, and schedule Submission Appointment	x							
Download Proposal Review Form to determine flow and permissions	x							
Become familiar with electronic submission procedures (i.e., determine any necessary registration and verify login information)		x						
Budget Review for Complex Budgets			x					
Required Review for Simple Budgets				x				
Final Edits to Narrative and Attachments Permitted	x	x	x	x	x	x	x	
Submission Appointment							x	
Submit Proposal Review Form with Necessary Signatures								x
Submit a copy of the final version of the full proposal								x



APPENDIX C

SAMPLE BUDGET

Lead Institution: Coppin State University
 Partner Institutions or Organizations:

Project Title:

Grant project number:

Total Grant Funds Requested: \$ 379,571.53

Total Requested Funds	Year 1	Year 2	Year 3	Total Amount of Funds	Total Institution Funds Over the Grant Period	
	FY 2022	FY 2023	FY 2024		Match or In-Kind Contribution	Other Funds
A. Salaries & Wages						
Professional Personnel: List by name & title						
1. Training Center Specialist	\$ 40,500.00	\$ 40,500.00		\$ 81,000.00		
2. Training Center Technician	\$ 27,000.00	\$ 27,000.00		\$ 54,000.00		
3. Administrative Assistant	\$ 16,200.00	\$ 16,200.00		\$ 32,400.00		
Other Personnel:						
List by job category & note number of each						
5. Student Technician	\$ 23,625.00	\$ 23,625.00		\$ 47,250.00		
6						
7						
8						
Total Salaries & Wages	\$ 107,325.00	\$ 107,325.00	\$ -	\$ 214,650.00	\$ -	\$ -
B. Fringe Benefits						
Calculated at 8% of salary and wages						
	\$ 8,586.00	\$ 8,586.00	\$ -	\$ 17,172.00		
C. Travel						
1. Travel to City Center to meet participants						
	\$ 336.00	\$ 336.00		\$ 672.00		
Total Travel Cost	\$ 336.00	\$ 336.00	\$ -	\$ 672.00		
D. Participant Support Costs						
1. Evaluation Development						
	\$ 3,000.00	\$ 3,000.00		\$ 6,000.00		
Total Participant Support Cost	\$ 3,000.00	\$ 3,000.00	\$ -	\$ 6,000.00		
E. Other Costs						
1. Materials and Supplies						
	\$ 10,500.00	\$ 4,900.00		\$ 15,400.00		
2. Consultant Services						
3. Marketing Services						
4. Computer Services						
Total Other Costs	\$ 10,500.00	\$ 4,900.00	\$ -	\$ 15,400.00	\$ -	\$ -
F. Total Direct Costs (A through E)	\$ 129,747.00	\$ 124,147.00	\$ -	\$ 253,894.00	\$ -	\$ -
G. Indirect Costs (49.5% of F)	\$ 64,224.77	\$ 61,452.77	\$ -	\$ 125,677.53		
H. Total Costs	\$ 193,971.77	\$ 185,599.77	\$ -	\$ 379,571.53	\$ -	\$ -

I certify that the financial information presented in this report is accurate.
 Project Director: _____ Signature _____
 Date _____
 Financial Officer: _____ Signature _____
 Date _____



APPENDIX D

Scope of Work Template

COPPIN STATE UNIVERSITY
INSERT COLLEGE NAME HERE
INSERT DEPARTMENT AND/OR CENTER HERE
Insert Name of Collaborative Institution Here
SCOPE OF WORK
Deliverables Based
Insert grant or project here
 Period of proposed work: *Insert dates here*

PURPOSE & OBJECTIVE: If awarded, the *insert your department or center here* will be implementing a(n) *Insert Funder here* funding opportunity; *Insert title of your grant or project here*. As a part of this work the *insert your department or center here* will partner with a variety of expert stakeholders in the field of *insert field here* to ensure *insert overall benefit of partnering*. One such partner is *insert collaborator's name, insert institution here*. In this role *collaborator's name* will advise our research team on strengthening research methods, analysis, and dissemination activities based on *insert name expertise in insert expertise*. *Insert name* will partner with our research team to highlight opportunities to *insert task(s) focus in his/her role as advisor*.

Tasks & Timelines:

Task 1: *Collaborator, Collaborative Institution* will provide expert consultation to *insert department or center* through virtual and/or in-person *insert number and frequency here* meetings and calls and will review materials and products developed on a(n) *insert frequency basis here*, with a particular focus on *insert expertise here* tied to the project's research objective, *insert research objective here*. The timeline of this task spans *insert timeline here*.


Task 2: *Collaborator, Collaborative Institution* will assist *insert your department or center here* to identify *insert component of project objective here*. Collaborate on consultative calls and meetings (virtual and in-person) with the *insert your team's name here* research team and consultants throughout the *insert timeframe* year funding period. This task will take place on a(n) *insert project milestones here*.

More Research Team Considerations

1. If the tasks have travel or conference dates include that information.
2. If the collaborator is performing a task or writing a report, build in some time for you to process and/or compile into your report to the funder.
3. Where is the work going to take place?
4. What are the required resources for this work? Delineate how these resources will be acquired.
5. Delineate any definitions or terminology that is specific to the Scope of Work
6. Spell out all acronyms.
7. Consider how this Scope of Work could help project sustainability. Perhaps this might even be a separate task that the collaborator assists you in your research.
8. Consider how this Scope of Work could help you in project evaluation.
9. If the consultant will be providing experimental data, reports, and/or data analysis delineate components, headings, and number of observations, experiments, or data sets. Be sure to delineate the page length of reports or specificity that is needed.
10. Keep in touch with collaborators and ask for an updated bio both at the conclusion of this project so that you may continue to have a network of researchers for future proposal and grant writing.



Our Team



Michael Bowden
Assistant Vice President,
Planning and Assessment



Director,
Sponsored Programs and Research

TBA



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Administrative Assistant



Data Analyst
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