# College of Education

## Grant/Contract Proposal Guidelines and Timetable

<table>
<thead>
<tr>
<th>Time before due date</th>
<th>Activity/Step</th>
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<tbody>
<tr>
<td>ASAP</td>
<td>1.0. Consult with Department Chair.</td>
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</table>

1.1. Describe project objectives and scope.
1.2. Establish preliminary budget structure.
   - Requests to modify F & A percentages.
   - Subcontracts with outside agencies/organizations.
   - 3rd Party In-Kind/Cost Sharing Agreements. [http://www.osp.utah.edu/Forms/award%20forms/popforms/3rdparty.html](http://www.osp.utah.edu/Forms/award%20forms/popforms/3rdparty.html)
   - Interdepartment/intercollege F & A Distribution Agreements. [http://www.osp.utah.edu/Forms/proposal%20forms/popforms/interdepcol.html](http://www.osp.utah.edu/Forms/proposal%20forms/popforms/interdepcol.html)
1.4. Identify potential technology, equipment, web-site development needs.
1.5. Identify potential space needs.

| ASAP                 | 2.0. Consult with the Associate Dean for Faculty Research Support (ADFRS). |

2.1. Describe project objectives and scope.
2.2. Establish preliminary budget structure.
   - Requests to modify F & A percentages.
   - Subcontracts with outside agencies/organizations.
   - 3rd Party In-Kind/Cost Sharing Agreements.
   - Interdepartment/intercollege F & A Distribution Agreements.
2.3. Determine need for Human Subjects Approval.
2.4. Identify potential technology, equipment, web-site development needs.
2.5. Identify potential space needs.

| 3 weeks              | 3.0. Budget Planning/Development |

3.1. Submit F & A modification request to the ADFRS and the VP for Research (as necessary).
3.2. Submit 3rd Party In-Kind/Cost Sharing Agreements to the ADFRS and the VP for Research (as necessary).
3.3. Consult with the Director of the Office of Technology Services and Support (Trevor Long) to develop cost estimates for technology, equipment, and/or web-site development.
3.4. Obtain preliminary approval from the Department Chair for faculty/staff FTE commitments and/or faculty reduced teaching loads.
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<tr>
<td>2 weeks</td>
<td>4.0. College Budget Approval</td>
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|                     | 4.1. Submit budget to the Department Chair for approval. Include approved requests to modify F & A percentages, 3rd Party In-Kind/Cost Sharing Agreements, Interdepartment/intercollege F & A Distribution Agreements.  
4.2. Following Department Chair approval, submit budget to the ADFRS for approval. Include approved requests to modify F & A percentages, 3rd Party In-Kind/Cost Sharing Agreements, Interdepartment/intercollege F & A Distribution Agreements. |
| 1 week              | 5.0. U of U Budget Approval |
5.2. Submit Conflict of Interest (CoI) Form via ERICA on-line.  
5.3. Submit DSS, approved modify F & A percentages, approved 3rd Party In-Kind/Cost Sharing Agreements, and approved Interdepartment/intercollege F & A Distribution Agreements to the Office of Sponsored Projects (OSP) (Bill Ernest). |
| 5 days              | 6.0. Proposal submission. |
|                     | 6.1. Submit DDS and agency electronic proposal package to the ADFRS.  
6.2. Forward confirmation of submission of proposal by OSP to the ADFRS.  
6.3. Forward confirmation of submission receipt from agency/organization to the ADRS. |
| Upon receipt        | 7.0. Notification of Award |
|                     | 7.1. Forward Award Notification from agency/organization to the ADFRS annually.  
7.2. Forward U of U buck sheets to the ADRS annually. |
| Upon receipt        | 8.0. Notification of Award Denial |
|                     | 8.1. Forward agency proposal reviews to the ADFRS. |