How to Submit a Proposal through TAMU Sponsored Research Services

YOUR PROPOSAL ADMINISTRATOR

The Pre-Award Department at Texas A&M Sponsored Research Services (SRS) is staffed with Proposal Administrators who will work with you on your proposal from the beginning stages to final submission.The Texas A&M University Corpus Christi (TAMU-CC) Office of Sponsored Research Administration (OSRA) has established a Pre-Award Specialist position to assist locally and serve as a liaison to the Proposal Administrator at SRS. The Proposal Administrators who will work with TAMU-CC are:

Matthew Brixey	Jessica Ramon
TAMU-CC	SRS
Pre-Award Specialist	Proposal Administrator
(361) 825-3047	(979) 845-6471
matthew.brixey@tamucc.edu	j.ramon@tamu.edu

LET US KNOW ABOUT YOUR PROPOSAL

TAMU SRS asks that proposals are "logged in" at least three (3) weeks prior to the due date. This will allow time to process the budget and prepare the proposal for routing (the internal approval process). TAMU System policy requires for proposals to be completely routed for required signatures prior to submission.

When you notify SRS of your intention to submit a proposal, you will be asked a series of standard questions pertinent to that proposal. These questions allow us to log in your proposal and start working on it while you continue to work on the scientific text. If you would like to log in via e-mail, please e-mail the Pre-Award Specialist and Proposal Administrator. The following information will be needed, whether you choose to log in by e-mail or by telephone:

- Sponsor and program name
- Due date at agency
- Program guidelines, if applicable
- Names of Co-Principal Investigators
- Title of proposed project
- Preliminary budget information including project dates, information on any subcontract agreements that will be budgeted (including their contact information) - it is critical that we receive information on subcontracts early in the process; revisions or lateness of such information delay the preparation and submission of your proposal
- Routing (draft) text
- Protocol for special considerations (e.g., animals, humans, or rDNA)
- Whom to contact if you will be absent during the proposal preparation

A MAESTRO number will be assigned to your proposal for monitoring and follow-up.

ASSURANCES

You will also be sent a "Required Assurances" sheet to complete and return. Assurances are required for each proposal and must be returned to the Pre-Award Specialist and Proposal Administrator before the proposal can be submitted. You will be asked if you will have any significant financial interest in the planned project. You will also be asked to check compliance items: human subjects, animals, rDNA, infectious biohazards, etc.

BUDGET PREPARATION AND ROUTING

Since budget numbers must be finalized before the internal routing process can begin, the budget is usually the first step in the proposal process. The Pre-Award Specialist and Proposal Administrator will review the program guidelines and prepare a draft spreadsheet for you from preliminary budget information you provide (personnel percent effort, funds needed for travel, supplies, etc.).The draft budget must conform to sponsor and TAMU requirements. Please confirm the finalized budget and budget justification <u>at least five (5) working days before the deadline.</u> Once you approve the budget, the Pre-Award Specialist will assist the Proposal Administrator in preparing the sponsor budget forms and internal forms to begin the routing process.
SRS uses an electronic system for internal routing. You will receive an e-mail notifying you that you have a proposal to review and approve. Instructions for approving will be available as well as your sign-in information. When you approve the proposal using your unique sign-in, you have officially approved the proposal. Once you approve, it moves to the next person on the list. The "Routing Package" will be electronically circulated to the Principal Investigator, and Co-Investigators, Department Head(s), Dean(s), and any others required for approval. Completed routing is required before any proposal can be submitted. This may take five (5) working days or longer so please allow time for this process.

COST SHARING

Cost sharing is defined in the federal regulations as project costs not borne by the sponsor. Any cost sharing on a project must be documented at the proposal stage. Therefore, when preparing the budget, if you do not request funds from the sponsor to cover your time, any time for other personnel, or other expenses, please discuss this with the Pre-Award Specialist and Proposal Administrator. Some projects require "matching" funds. These, too, must be documented at the proposal stage. TAMU-CC policy states that the PI is responsible to complete and submit the Cost Share form request for approval.

FACILITIES & ADMINISTRATIVE COSTS (Indirect Costs)

Indirect costs, or Facilities and Administrative costs, are charged on all proposals if allowed by the sponsor.The current rate agreement information for theTAMU-CC is:

Dated: March 25, 2019
Negotiated with: DHHS
Effective for dates: 9/1/18 – 8/31/22

      9/1/18 – 8/31/19 On-campus: 35% of Modified Total Direct Costs

      9/1/19 – 8/31/20 On-Campus: 37% of Modified Total Direct Costs

      9/1/20 -- 8/31/21 On Campus: 37.50 of Modified Total Direct Costs

      9/1/21 -- 8/31/22 On Campus: 38% of Modified Total Direct Costs

      9/1/19 -- 8/31/22 Off-Campus (All programs): 26% Modified Total Direct Costs

Modified Total Direct Costs consists of all salaries and wages, fringe benefits, materials, supplies, services, travel and subgrants and subcontracts up to the first $25,000 of each subgrant or subcontract (regardless of the period covered by the subgrant or subcontract). Modified total direct costs shall exclude equipment (over $5000), capital expenditures, charges for patient care, student tuition remission, rental costs of off-site facilities, scholarships, and fellowships as well as the portion of each subgrant and subcontract in excess of $25,000.

The final text must be forwarded to the Pre-Award Specialist and Proposal Administrator at least forty-eight (48) hours prior to the mail or submission deadline. Please send narrative in PDF format to ensure quality and preservation of any included figures. When the final text is received, the corresponding Pre-Award Specialist/ Proposal Administrator will:

(49) Review the final text for compliance with the sponsor's guidelines
(50) Assemble the proposal into the specified format
(51) For electronic submissions, the Pre-Award Specialist/Proposal Administrator will e-mail a scanned copy to you for approval
(52) Submit the complete proposal to the Pre-Award Specialist for a final quality check
(53) Submit proposal via appropriate method

Note: Grants.gov proposals are submitted one week early in order to avoid last minute submission problems. While this is not a mandatory deadline, last-minute submissions are prone to error and Grants.gov's busy web servers sometimes have trouble handling high volumes of proposals on busy deadline days. Last minute submissions will be handled on a case-by-case basis to the best of our, SRS and OSRA, ability.

COPIES OF SUBMITTED PROPOSAL

Copies of the submitted proposal are available in Maestro after submission.

For general inquiries regarding SRS and the pre-award process at TAMU-CC OSRA, please contact:

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