

## **Pre-Award Submission Protocol for MMG Research Faculty**

- For all external (government, non-government, foundation) grant submissions, MMG administrator must have **4 weeks advance notice** of the submission.
  - For internal submissions, 2 weeks may be sufficient (if no subcontracts)
  - For large awards, multiple months notice may be necessary.
- At the same time, a conversation between PI and administrator must occur to review materials, roles, deadlines, and in addition:
  - The **MMG pre-award questionnaire** should be completed and submitted to the administrator for review. This will assist them in all of the other budget and regulatory requirements.
  - In order to get all documents routed through SPA on time, faculty must commit to the following timelines and supply the administrator the actual dates that these events will occur:
    - Close-to final **budget drafts** should be submitted 1.5-2 weeks before the final deadline. State this date, write it down and confirm that the administrator agrees this is correct.
    - 72 hours (or 3 working days if over a weekend) before the final deadline, **all final material** (including final budget and draft research strategy) must be submitted to the administrator EXCEPT the final research strategy. State this date, write it down and confirm that the administrator agrees this is correct. If you (the PI) want to upload your own grant information, please communicate this plan to the administrator in advance so roles are clear.
    - The upload of grant document and “routing” will start at this point. The administrator will notify you (and SPA) when all documents are uploaded, then you will start the “route”. You will receive instructions and links for performing this route.
    - On the due date, the **final research strategy** must be submitted no later than noon. State this date and be sure the administrator agrees this is correct.
    - If any of these deadlines are missed, the grant will not necessarily be accepted or routed.
      - The bottom line is that the administrative team will do the best that we can in a real crisis (and unavoidable stuff happens), but this is not guaranteed if other grants or requirements are in the queue or for carelessness with deadlines.
- Budget-building should be done in partnership with the Administrator. Please note:
  - Include hidden costs (LN, CO2, equipment maintenance, shipping, etc) as much as possible as allowed per the funding agency.
  - Administrative costs should always be included, when permissible as per funding agency and award size. This is particularly important for grants with small or non-existent indirect costs (which cover the administrator efforts, among other things).
  - Budgets must include cost of living increases for faculty and staff.
  - Foreign travel and business meals should be budgeted for at time of proposal; these cannot be added post-award.

- To build a budget, either supply the administrator with a full budget justification (with FTE for each staff/faculty's time) or have an in-person meeting and build it together. Often both are needed and an in-person review of final numbers is recommended.
- Resources for Large Grants:
  - Funding for the PI is available through the LCOM Deans office (must submit application).
  - Jeralyn Heraldson from VP Research office may be able to assist (must submit prior request).