### Useful Web Resources for Research Administrators

Annotated and Organized by the Research Project Lifecycle at University of Michigan

#### Understanding Funding

**Library Find Funding Portal**  
[http://funding.research.umich.edu](http://funding.research.umich.edu)  
Looking to fund your next big idea but overwhelmed with where and how to start your search? Connect with the Informationists of the U-M Library, who offer personalized, expert funding and grant search consultation to University of Michigan faculty and staff. Search funding databases, set up email alerts to stay informed of new opportunities, and focus your search with these easy to use *Find Funding Tools.*

**Limited Submissions**  
[research.umich.edu/limited-submissions](http://research.umich.edu/limited-submissions)  
Limited Submissions are funding opportunities in which sponsors limit the number of proposals from an institution. Institutions must submit most competitive proposal. To do so, an internal competition is required. Displays current and archived limited submission opportunities offered campus-wide. At U-M we also announce a Call for Intent to Submit email to determine the need for a competition.

**Blue Pages – Find a Research Administrator**  
[orsp.umich.edu/blue-pages](http://orsp.umich.edu/blue-pages)  
If you need help with a proposal, or if you need to partner with a Research Administrator from another your school, college, department or unit, the Blue Pages give you the ability to look up a Research Administrator for your school, college, department or unit.

#### Develop Proposal

**Frequently Required Proposal Data and Forms**  
[orsp.umich.edu/develop-proposal/frequently-required-data](http://orsp.umich.edu/develop-proposal/frequently-required-data)  
When developing a proposal, you may need to access Frequently Required Proposal Data (addresses, codes, data about the University of Michigan, institutional data, attachments). Many of these can be found in the Frequently Required Proposal Data and Forms section.

**Subrecipients and Hybrid Agreements**  
[http://orsp.umich.edu/manage-project/subawards-and-hybrid-agreements](http://orsp.umich.edu/manage-project/subawards-and-hybrid-agreements)  
Early in your project when developing your budget, understand the difference between a recipient or contractor. Under References and Resources for a very useful “Checklist to Determine Recipient or Contractor Involvement” from Federal Demonstration Partnership (FDP).

**Roles & Responsibilities – Proposal Development**  
The Process Subcommittee of the Research Administration Advisory Council (RAAC) prepared this RASCI chart, or Roles and Responsibilities matrix, to help define the roles and responsibilities regarding Proposal Development.

#### Route & Submit Proposal

**Project Representative Lookup**  
[http://orsp.umich.edu/orsp-staff](http://orsp.umich.edu/orsp-staff)  
To find a project representative (PR) assigned to your area, visit this page indicate your School/College/Department in which you work. Your designated Government sponsors team project representative (state, local, federal and foreign government agencies) or Private sponsors team (industry
and non-profit) will appear. There may be changes. PRs are generally assigned to these areas, but we may modify in an effort to optimize support, or for work with specific sponsors.

<table>
<thead>
<tr>
<th>ORSP PAF / Proposal Review Checklist</th>
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<tbody>
<tr>
<td><a href="http://orsp.umich.edu/route-submit-proposal">http://orsp.umich.edu/route-submit-proposal</a></td>
</tr>
<tr>
<td>Curious about what ORSP reviews before submission? Take a look at our PAF and Proposal Checklist to see what we check.</td>
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**Roles & Responsibilities – Proposal Review and Processing**

The Process Subcommittee of the Research Administration Advisory Council (RAAC) prepared this RASCI chart, or Roles and Responsibilities matrix, to help define the roles and responsibilities regarding Proposal Review and Processing.

### Set Up Project

- **Establishing Subaccounts**
  - [http://orsp.umich.edu/establishing-subaccounts](http://orsp.umich.edu/establishing-subaccounts)

- **Requests for Sub Projects/Grants**
  - [http://www.finance.umich.edu/node/34496](http://www.finance.umich.edu/node/34496)

- **Standard Terms on Project Award Notices (PANs)**
  - [http://orsp.umich.edu/pan-pac-standard-terms](http://orsp.umich.edu/pan-pac-standard-terms)
  - PANs U-M receives. This list is provided as a handy reminder, but it is neither exhaustive, nor written with a specific award in mind. As it is important to always read the guidelines, it is similarly important to always read the award. The list of boilerplate terms and definitions can never replace a full and detailed understanding of all the terms and conditions contained in your award.

### Roles & Responsibilities – Award Negotiation and Acceptance

The Process Subcommittee of the Research Administration Advisory Council (RAAC) prepared this RASCI chart, or Roles and Responsibilities matrix, to help define the roles and responsibilities regarding Award Negotiation and Acceptance.

### Manage Project

- **Subrecipients and Hybrid Agreements**
  - [http://orsp.umich.edu/manage-project/subawards-and-hybrid-agreements](http://orsp.umich.edu/manage-project/subawards-and-hybrid-agreements)

  This page contains forms you may need for Sub-recipients: Letter of Commitment to Establish A Subrecipient Agreement and one Where U-M is Subrecipient

- **eRA NIH Commons Registration Lookup**
  - [orsp.umich.edu/era-commons-lookup](http://orsp.umich.edu/era-commons-lookup)

  To begin using eRA Commons to submit Research Progress Performance Reports (RPPRs) or submit final peer-reviewed publications, you must have a Commons ID through your affiliated institution. Use this tool to first lookup your registration if you have one.…

- **eRA NIH Commons Registration**
  - [orsp.umich.edu/era-commons-registration](http://orsp.umich.edu/era-commons-registration)

  Register for a Commons ID if you need one (or change the Type of ID).

- **RPPR**
  - [orsp.umich.edu/rrpr](http://orsp.umich.edu/rrpr)

  Learn how to submit Research Progress Performance Reports, check for errors, and avoid common mistakes. Progress report submissions begin 45 days prior to the budget start date and update scientific progress, significant changes, personnel, and plans for the subsequent budget period.

- **Shared Service Center - Check Handling FAQs (excellent reference)**
  - [http://ssc.umich.edu/sites/default/files/forms/AR_Check_Handling_email_FAQs.pdf](http://ssc.umich.edu/sites/default/files/forms/AR_Check_Handling_email_FAQs.pdf)

- **Finance – Sponsored Programs Customer Service**
**Uniform Guidance Overview**  
[http://orsp.umich.edu/uniform-guidance](http://orsp.umich.edu/uniform-guidance)  
The Uniform Guidance is a set of regulations, located at 2 CFR 200 that consolidates federal guidelines impacting research administration (including the former A-110 (Grants and Agreements with Institutions of Higher Education), the former A-21 (Cost Principles for Educational Institutions), and the former A-133 (Audit Requirements)).

**Job Aid: Review of Uniform Guidance Monitored Budgets**  
[https://finance.umich.edu/programs/jobaid/A21budgets](https://finance.umich.edu/programs/jobaid/A21budgets)  
This document presents the Accounts and budget lines Sponsored Programs reviews and monitors pursuant to the Uniform Guidance (UG).

**Job Aid: Review of UG Reports**  
[https://finance.umich.edu/programs/jobaid/A21reports](https://finance.umich.edu/programs/jobaid/A21reports)  
This document presents the criteria Sponsored Programs uses to review reports.

**Close Out Project**

**Finance-Sponsored Programs Closeout Checklist**  
[http://www.finance.umich.edu/programs/forms/SPPGCC](http://www.finance.umich.edu/programs/forms/SPPGCC)  
A helpful Project/Grant Closeout Checklist for financial charges related to the P/G.

**Cost Transfer Aids**  

**How to Write Journal Entries**  

**Research Compliance**  
[http://research-compliance.umich.edu/](http://research-compliance.umich.edu/)

**General**  
**SAW** - [orsp.umich.edu/saw](http://orsp.umich.edu/saw)  
For those without eResearch access, SAW (Sponsored Awards on the Web) is searchable web interface to U-M's database of sponsored proposal and awards (eRPM). SAW contains financial and demographic information relative to awarded proposals submitted through ORSP (formerly known as DRDA) on a Proposal Approval Form (PAF) since 1988.

**Newsletter Signup** - [orsp.umich.edu/newsletter-signup](http://orsp.umich.edu/newsletter-signup)  
Sign up for newsletters or confirm your preferences using the form below. Stay apprised of University of Michigan research and research administration matters.

**Roles and Responsibilities**  
[http://orsp.umich.edu/roles-and-responsibilities](http://orsp.umich.edu/roles-and-responsibilities)

**ORSP YouTube Channel!** (Accessible from the YouTube icon on our page)  
[http://goo.gl/AmToDh](http://goo.gl/AmToDh)