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

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

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

If you need help with a proposal, or if you need to partner with a Research Administrator from another the 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

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

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

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.*

ORSP PAF / Proposal Review Checklist
http://orsp.umich.edu/route-submit-proposal
Curious about what ORSP reviews before submission? Take a look at our PAF and Proposal Checklist to see what we check.

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

Requests for Sub Projects/Grants
http://www.finance.umich.edu/node/34496

Standard Terms on Project Award Notices (PANs)
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
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
To begin using eRA Commons to submit Research Performance Progress 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
Register for a Commons ID if you need one (or change the Type of ID).

RPPR
orsp.umich.edu/rppr
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

Finance – Sponsored Programs Customer Service

finance.umich.edu/programs/forms/CoordbyDept **-** Find the name and contact information of your designated Sponsored Programs Customer Service coordinator.

Uniform Guidance Overview

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/jobaide/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/jobaide/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

A helpful Project/Grant Closeout Checklist for financial charges related to the P/G.

Cost Transfer Aids

www.finance.umich.edu/programs/chartfields/funds/current/restricted/nonfederal/transferguidelines

How to Write Journal Entries

www.finance.umich.edu/finops/accounting/journals (See PDF too:

http://www.finance.umich.edu/system/files/Journal_Entry_Training_Guide.pdf)

Research Compliance

http://research-compliance.umich.edu/

General

SAW - 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

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

ORSP YouTube Channel! (Accessible from the YouTube icon on our page)

http://goo.gl/AmToDh