**DEPARTMENT ADMINISTRATOR’S QUICK REFERENCE GUIDE**

**2014-2015 “GUR” SUBMISSIONS**

**Critical Dates**

Final proposal due to Dept. Admin by PI ..............................................November 14, 2014
Webform to be received by the Research Office ...........................................November 21, 2014
  
  o  *In accordance with standard UD operating procedures, RO Contract & Grant Specialists (C&G) require a minimum of 72 hours to review and approve proposals.*
  
  Research Office Approval by C&G............................................................November 27, 2014
Deans’ College Overview of Submissions Worksheet ...................................November 27, 2014
Faculty provided access to Reviewer Database by Research Development ........December 4, 2014
GUR proposal submission to Reviewer Database by Faculty .........................December 9, 2014
Awards Announced.......................................................................................April-May 2015
Funding Available...........................................................................................June 1, 2015

**Initial Steps**

1. Ensure that you have access and understand how to enter a proposal through UD’s Grants Management System, *People Soft (PS)*, and route approvals through *FIN Proposal Approval Summary (PAS)* webform.

  o  Guidance for using UD’s Grants Management System is available at [http://www.udel.edu/research/training/peoplesoftgrants.html](http://www.udel.edu/research/training/peoplesoftgrants.html) and by contacting your department’s assigned Contract & Grant Specialist in the Research Office.

  o  To find your C&G, simply go to [www.udel.edu/research](http://www.udel.edu/research):
    - *Click on For Researchers*
    - *Click on Staff Directory*
    - *Select your Department by scrolling down the right-hand blue box*

2. Read the *GUR Grant Guidelines and Application* and *Frequently Asked Questions* carefully for key information.

  o  A training session entitled “UD as a Sponsor” will be offered to Department research administrators on Wednesday, September 17, 2014 who would like a refresher regarding internal funding opportunities (including the UDRF and GURs) and how they may assist faculty in processing proposals for internal funding. This session was originally offered at the 2013 Research Administrator Conference session. See [Research Office Training website](http://www.udel.edu/research) for registration.

3. Reach out to your faculty to ensure everyone interested in applying understands the need to electronically submit their GUR proposals through **two separate systems**.

  o  First, through PS and PAS webforms
  
  o  And then again through a review database website link that will be provided by the RO. This link will give them access and instructions for uploading the full proposal into the Reviewers’ Access Database.
- Ensure that faculty applying have keywords associated with their employee profile. These are required for the PS proposal record and can be added to their professional profile by using HR Employee Demographic Data (EDD) webform.

- Ensure faculty has a Conflict of Interest Disclosure Form initiated (use the Conflict of Interest Disclosure Form).
  - Further guidance is available at [http://www.udel.edu/research/preparing/conflict.html](http://www.udel.edu/research/preparing/conflict.html).

- Assist faculty with preparing the GUR line item budget and justification (Attachment 1) following the template provided.
  - **Typical maximum- $6,000** but exceptionally well justified proposals could be considered at higher amounts based on individual merit
  - Supports such costs as:
    - Technical assistance
    - Equipment
    - Supplies
    - Travel
    - Graduate student research assistant stipends plus fringe benefits
    - Faculty summer stipends (fellowships- no fringe benefits)
  - Maximum budget allocation for salaries is $5,000
  - Please note: **Cost sharing is not required**
  - Project duration= 24 months starting June 1

4. **Reach out to your chairs** to ensure he/she understands that all proposals will be electronically submitted. **Chairs will receive and approve all proposals through the PAS webform.** Chairs should continue to provide recommendations to the Dean’s Office via college specific standard procedures.

5. **GUR- PeopleSoft Proposal Development**

- Prior to entering proposals into PS, please review proposals to ensure faculty compliance with the Guidelines paying particular attention to formatting, page and section limits and budget requirements.
- Enter proposal into UD Grants System (follow steps in the proposal manual and tips provided below).
- Initiate a proposal approval summary (PAS) webform and route to appropriate individuals as per standard UD operating procedures and proposal guide.
  - **Routing of PAS is to include PI, Department Chair, College Dean and Office of Sponsored Programs.**

**Tips:**
- Sponsor ID: 0921
- Purpose: RSCH6- University Sponsored Research
- Budget (See Attachment 1 of GUR guidelines for details of budget categories):
  - Requested amount entered as direct costs
  - Applicable cost share entered from department and/or college
    - Cost share is not required.
  - F&A Pricing Setup
    - Choose Industrial Research On Campus for the rate type and overwrite the F&A rate to zero
  - 1% effort is not required as cost share for PIs.
6. **GUR- PeopleSoft Award Instructions**
   - If awarded amount is different than proposed, please create your F101 version of proposal to reflect the awarded budget. This must be done prior to release of project code by the Research Office.
     - Provide faculty assistance for purchases using standard UD transaction processing.
     - Materials and supplies may be purchased through UD Blue Hen Market
     - Travel may be arranged through Egencia
     - Salary may be paid using an S-contract
   - Requests for reallocation of expenses and/or no cost extension may be submitted to research-gur@udel.edu by the faculty member cc’ing the Dept. Admin. and C&G. All requests must be justified. (Please see FAQ for further guidance.)

7. **Award Closeout**
   - Faculty are required to submit a final report available at http://www.udel.edu/research/doc/gur-finalreport.docx on the project to research-gur@udel.edu no later than 90 days after the end of the grant.
   - Financial closeout will be conducted following the timeline and procedures outlined in the RO Grants Management Guide. (See Closing the Award)