

Submitting a Pre-award RT request

You can now submit a CNMS Pre-award request through our new RT ticket system. In doing so we will increase the efficacy of the Pre-award team and create an easily referenced history of the request.

Through the Pre-award RT ticket system you will be able to submit requests for the following:

- Pre-award proposal support
- Budget Revisions
- Pre-award Account Set up
- No Cost Extensions
- Grants Development
- Other-Any other request, questions, etc...

The Following will detail step by step instructions on how to submit a request for each subcategory.

Submitting a Pre-award Proposal Support Request

This request is for any upcoming proposal submission you may have. Please note all external funding requires Kuali routing, if you are unsure if a proposal requires routing please ensure to submit a ticket with the needed information.

1. Navigate to the RT ticket request found here: [CNMS BC Request – College of Natural and Mathematical Sciences – UMBC](#)
2. The following page will appear, please fill out your department and request type “Sponsored Award Support”.

CNMS BC Request

Please complete and submit the form below to request payroll, hiring, and procurement services. Feel free to contact [CNMS BC staff](#) with any questions about completing the request form.

To complete this form, you must be logged into your *myUMBC* account.

CNMS Shared Service Center

Requestor: Taylor Shortt
OH75693 - tshortt1@umbc.edu

☐ I'm submitting this on behalf of someone else.

CC:
If more than one email address, separate them with commas.

* Department: 10599 Dean Natural & Mathematical Sci

* Request Type: Sponsored Award Support

a.

3. A new drop down entitled “Sponsored Award Support Action” will appear, select “Pre-award proposal support”

* Request Type: Sponsored Award Support ▾

* Sponsored Award Support Pre-award proposal support ▾
Action:

a.

4. A series of questions will follow that will provide your assigned pre-award specialist starting information for your request, please follow through to fill them out.
5. You will see the prompt, “Do you have UMBC Principal Investigator Status?”, please select the response that applies to you or the PI you are submitting on behalf of.
 - a. If you select “Yes” please continue onto the next prompt.
 - b. If you select “No” The following message will appear:

* Do you have UMBC Principal Investigator (PI) ☐ Yes ☒ No
Status? ☐ I don't know



Please reference the Procedure for Approving UMBC Employee's Principal Investigator Status and follow up with the CNMS Business Central Specialist assigned to your department.

i.

- c. If you select “I don’t know” The following message will appear:

* Do you have UMBC Principal Investigator (PI) ☐ Yes ☐ No
Status? ☒ I don't know



Please check with the CNMS Business Central Specialist assigned to your department.

i.

ii. Your pre-award specialist can be found here: [CNMS Pre-award](#)

6. You will next see the “Proposal Submission Type” prompt, please select the appropriate response for your submission.

a. A “New” proposal type is a proposal you have not applied for previously

i. * Proposal Submission Type:

b. A “Resubmission” proposal type is a proposal you have applied for previously but was not funded and are resubmitting after feedback from the sponsor.

i. * Proposal Submission Type:

c. A “Renewal” proposal type is a proposal you have applied for previously, received funding and are applying for subsequent funding.

You will be asked for your current sponsor award number with this proposal type.

* Proposal Submission Type:

i. * Please provide your current sponsor award number:

d. An “Internal Submission” proposal type is a proposal sponsored by UMBC or the University System’s other entities. You will have to provide the name of the program.

* Proposal Submission Type:

i. * Initiative/Program Name:

- e. A “Supplement” proposal type is a submission for funding to supplement an existing award. You will be prompted to provide your current sponsor award number to be supplemented.

* Proposal Submission Type:

- i. * Please provide your current sponsor award number:

- f. A “Limited Submission” proposal type is a submission for a proposal that limits the number of proposals an institution can submit. You will be then asked if you have submitted to ORCA’s internal review of limited submissions and received approval. If the answer is no you will be promoted to review the limited submission policy.

* Proposal Submission Type:

* Have you participated in ORCA’s internal review and selection process and received approval to move forward with your proposal? ☐ Yes ☒ No

i.



Please reference the process for internal review and selection for limited submission opportunities on ORCA’s website.

7. Your next prompt will ask for the sponsoring agency of the proposal.

* Sponsor Agency:

a.

8. The next prompt will state “Are you the prime applicant?”.

- a. If “Yes” you will be asked if there are subawards.

* Are you the prime applicant? ☒ Yes ☐ No

* Does the proposal include a subaward? ☒ Yes ☐ No

i.

b. If “No” you will have to provide the Prime applicant’s PI name and Institution.

* Are you the prime applicant? ☐ Yes ☒ No

Prime PI Information:			
#	* Prime PI Name	* Prime PI Institution/Organization	
1	Prime PI Name	Prime PI Institution/Organization	
+			

i.

9. Your next prompt will be to provide the sponsor’s due date, or if it is a rolling deadline your preferred target due date. **Please keep in mind CNMS’ Internal Deadline Policy as well as OSP’s Internal Deadline Policy**

* Due Date: 

a.

10. Your next prompt will ask for the RFA or FOA URL, please provide the link to the announcement.

* RFP or FOA URL:

a.

11. You will then be asked to provide the names and primary appointment location of each Key Personnel. Key Personnel can be defined as anyone who has substantial, meaningful involvement in the scientific development and direction of the project, this includes subaward collaborators. You may add more key personnel as needed using the “+” sign.

Key Personnel Info:		
#	* Key Personnel Name	* Primary Appointment Location
1	Key Personnel	Primary Appointment Location
+		

a.

12. Your next prompt will ask “Is UMBC the only planned performance site for this project”.

- If “Yes” continue to the next prompt.
- If “No” please provide the other performance sites

* Is UMBC the only planned performance site for this project? ☐ Yes ☒ No

Performance Sites Information:	
#	* Performance Site
1	
+	

i.

13. Your next prompt will ask, “Do you want to schedule a pre-award planning meeting?”.

- If “No” please continue to the next prompt.
- If “Yes” the following will appear:

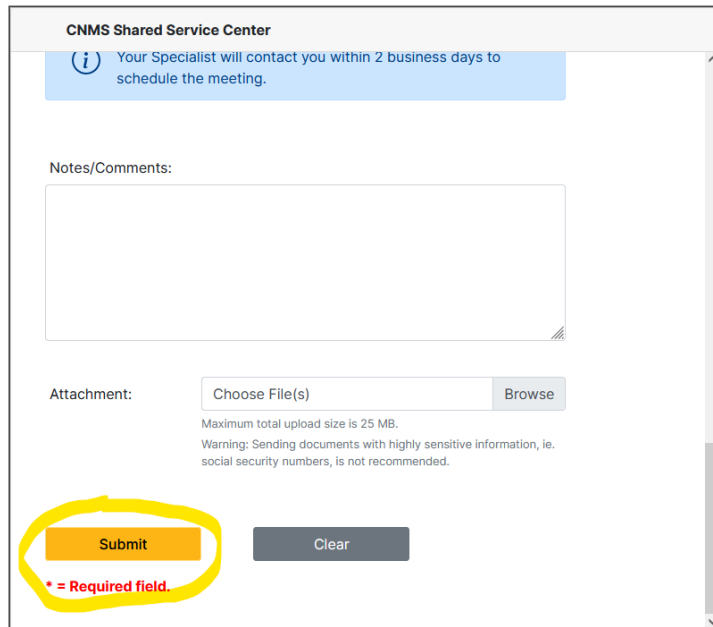
* Do you want to schedule a pre-award planning meeting? ☒ Yes ☐ No

 Your Specialist will contact you within 2 business days to schedule the meeting.

i.

14. Lastly you will be able to add additional Notes/Comments as well as any attachments you may have. This can include further questions about the funding announcement, preliminary budget information, etc...

15. Once complete please select the “Submit” button, a CNMS Pre-award specialist will reach out to you within 2 business days.



The screenshot shows a web form titled "CNMS Shared Service Center". At the top, there is a blue information banner with an "i" icon and the text "Your Specialist will contact you within 2 business days to schedule the meeting." Below this is a "Notes/Comments:" section with a large text area. Underneath is an "Attachment:" section with a "Choose File(s)" button and a "Browse" button. Below the attachment section, there is a warning message: "Maximum total upload size is 25 MB. Warning: Sending documents with highly sensitive information, ie. social security numbers, is not recommended." At the bottom of the form, there are two buttons: "Submit" (highlighted with a yellow circle) and "Clear". A red asterisk with the text "= Required field." is located below the "Submit" button.

a.

Budget Revisions

Budget revisions must be discussed with the business manager ahead of time to ensure costs are accounted for before you submit a revision request. Please note, some budget revisions may require prior approval before they can be implemented, your CNMS pre-award specialist will coordinate any additional information needed for this request.

1. Navigate to the RT ticket request found here: [CNMS BC Request – College of Natural and Mathematical Sciences – UMBC](#)
 - a. Enter your department and the “Sponsored Award Support” request type.
2. Use the drop down to select “Budget Revision”

a. *** Sponsored Award Support Action:**

3. Select an Approver, this will be the person responsible for the chart string the revision will be requested for.

a. *** Approver:**
The Approver is the person responsible for the chart string being charged.

4. The next prompt will ask you for the chart string, use the drop down to navigate to the chart string requested.

a. *** Chart String:**

5. The next prompt will ask for a due date for the revision, this will let your team know how time sensitive the revision is.

a. *** Due Date:**

6. The last prompt will ask for the “Revisions Needed”. In the box provided please enter in the revisions requested for your budget such as adding funds to a line item or reducing funds.

* Revisions Needed:

a.

7. You will then be allowed to enter in any additional notes or attachments such as the financial report provided by your business manager.
8. Once complete please select the “Submit” button, a CNMS Pre-award specialist will reach out to you within 2 business days.

CNMS Shared Service Center

Notes/Comments:

Attachment:

Choose File(s)

Browse

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Submit

Clear

* = Required field.

a.

Pre-Award Account Set-Up Request

Pre-award account set up requests can be made for those projects that are eligible for pre-award spending. The PI or business manager may submit this request.

1. Navigate to the RT ticket request found here: [CNMS BC Request – College of Natural and Mathematical Sciences – UMBC](#)
 - a. Enter your department and the “Sponsored Award Support” request type.
2. Under the sponsored award support action, use the drop down to select “Pre-award account set-up request”.

a. *** Sponsored Award Support**
Action:

Pre-award account set-up request

▼

3. Your next prompt will ask for the PI name, please enter this.

a. *** PI Name:**

4. Your next prompt will ask for the Project (Award) title:

a. *** Project (Award) Title:**

5. Your next prompt will ask for the Sponsoring Agency and the agency contact name:

* Sponsor Agency:

Sponsor Agency Contact:			
#	* Sponsor Agency Contact Name	* Sponsor Agency Contact	
1	Sponsor Agency Contact Name	--	

a.

6. Your next prompt will ask for the project start and end date.

* Project Start Date:

* Project End Date:

a.

7. Your next prompt will ask for the institutional proposal number, this is your award number or Kuali proposal number.

* Institution Proposal Number:

a.

8. You will then be asked for the total expected funding as well as the requesting pre-award expenditure ceiling. Only 20% of your expected budget for the current year funding may be requested.

* Requested Expenditure Ceiling:

(up to 20% of expected budget period)

a.

9. The next prompt will ask for the project location.

* Project Location: ☐ On Campus ☐ Off Campus

a.

10. The next prompt will ask for the indirect cost rate, you may type in the rate or use the arrows to add a numerical amount.

* Indirect Cost Rate: %

a.

11. The next prompt will ask you for the indirect cost base, this can be found in your internal budget sheet or provided by the business manager.

* Indirect Cost Base: \$

a.

12. You will then be asked to enter in the F&A type. You will have the choice of “Research”, “Instruction”, “Fellowship”, or “Other Sponsored Activity”.

* F&A Type:

a.

13. Your next prompt will ask for the Pre-award start and end dates, the end date must be no more than 90 days from the start date.

* Pre-award Period Start Date:

* Pre-award Period End Date:

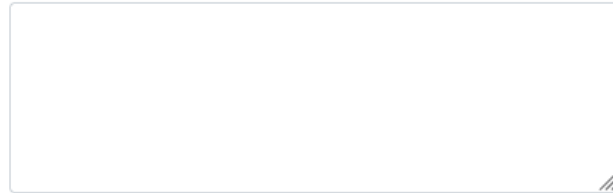
a.

14. The next prompt will ask if more than one account is needed such as to account for NIH salary cap or separate Cores for larger grants. If Yes you will be asked to provide additional information.

* Is more than one account number needed? ☒ Yes ☐ No

(including fund 1115 for NIH salary cap)

* Additional Information:



a.

15. Your next prompt will ask for the Unit Chart String to be charged if a final award document is not received, you may speak with your Business manager and Department Chair about this if you are unsure.

* Unit chart string to be charged if final award documentation not received:



a.

16. Lastly you will be asked for the contact information for the PI, Department Director, and Dean.

* Project Director:

PI Name

Phone (ex. 410-455)

* Department/Center Director:

Director Name

Phone (ex. 410-455)

* Dean or Reporting Line:

Dean/Reporting Line

Phone (ex. 410-455)

a.

17. Once any comments and attachments are added you may submit the request, a CNMS pre-award specialist will reach out to you within 2 business days.

Notes/Comments:

Attachment:

Choose File(s)

Browse

Maximum total upload size is 25 MB.

Warning: Sending documents with highly sensitive information, ie. social security numbers, is not recommended.

Submit

Clear

*** = Required field.**

a.

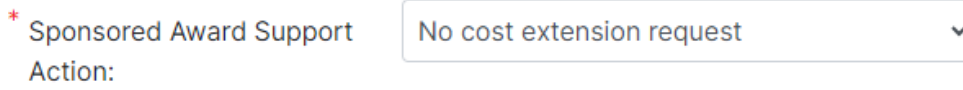
No Cost Extension Request

A No Cost Extension request can be made for projects that require time beyond their initial end date. These requests should be made no later than 30 days prior to its initial end date (45 days prior for NSF).

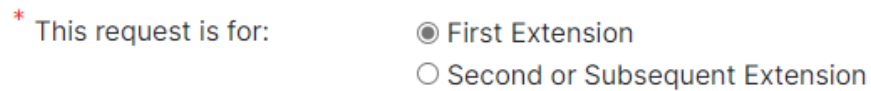
1. Navigate to the RT ticket request found here: [CNMS BC Request – College of Natural and Mathematical Sciences – UMBC](#)

a. Enter your department and the “Sponsored Award Support” request type.

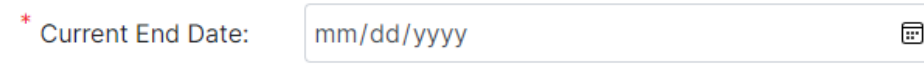
2. Under “Sponsored Award Support Action” select “No Cost Extension Request”.

a. 
* Sponsored Award Support Action: No cost extension request

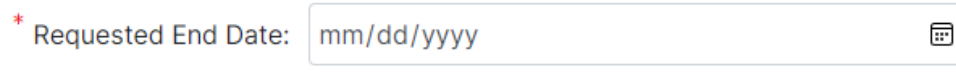
3. The next prompt will ask if this is for the first or second/subsequent extension.

a. 
* This request is for: ☒ First Extension ☐ Second or Subsequent Extension

4. The next prompt will then ask for the current end date of the award.

a. 
* Current End Date: mm/dd/yyyy

5. The next prompt will ask for the requested end date of the no cost extension. You may ask for a new date up to 1 year from the initial award end date.

a. 
* Requested End Date: mm/dd/yyyy

6. The next prompt will ask for the PI’s current effort in a percentage.

a. 
* PI's Current Effort: %

7. The next prompt will ask for the date of the last progress report.

a. ^{*} Last Progress Report Submission Date: 

8. An alert will follow to attach a copy of the grant summary report, the business manager can assist in acquiring this.

a.  Please attach a copy of the grant summary report.

9. The next prompt will ask for a justification for the no cost extension. ****Money left over on the project is not a suitable justification for a No Cost Extension****

a. ^{*} Please provide justification for the no cost extension request:

10. The next prompt will ask for the plans for the no cost extension period.

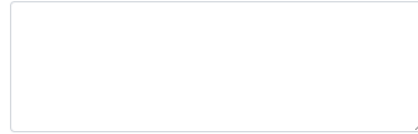
a. ^{*} Please provide plans for the no cost extension period:

11. The next prompt will ask if the PI's or any Key personnel effort will be reduced during the no cost extension period.

a. If yes, a justification must be provided.

* Will the effort be reduced for the PI or any other key ☒ Yes ☐ No
personnel during the no-cost extension period?

* Justification for reduced
effort:



i.

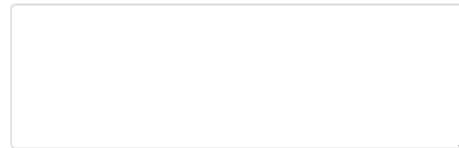
b. If not, move on to the next prompt.

12. The next prompt will ask if this no cost extension is a late request.

a. If yes you must provide a justification.

* Is this a late request? ☒ Yes ☐ No

* Justification for late
submission:



i.

b. If not, you may move on.

13. Lastly you will be able to provide any notes and attachments to the request. After completion you may submit the request, a CNMS pre-award specialist will reach out to you within 2 business days.

Notes/Comments:

* Attachment:

Choose File(s)

Browse

Maximum total upload size is 25 MB.
Warning: Sending documents with highly sensitive information, ie.
social security numbers, is not recommended.

Submit

Clear

* = Required field.

a.

Grants Development Support

A Grants Development Support request can be made to assist PIs in finding funding announcements that align with their work, training on the proposal process, providing institutional data, and advice on strengthening the content of their proposal.

1. Navigate to the RT ticket request found here: [CNMS BC Request – College of Natural and Mathematical Sciences – UMBC](#)
 - a. Enter your department and the “Sponsored Award Support” request type.
2. Under the “Sponsored Award Support Action” select “Grants Development Support”.

* Sponsored Award Support Action:

a.

3. The next prompt will ask for the grants development support needed.

- a. You may select “Identify Funding Opportunities”

* Type of grants development support needed:

i.

- b. You may select “Proposal Development Support”

* Type of grants development support needed:

i.

- c. You may select “Training”

* Type of grants development support needed:

Training

i.

d. You may select “Individual Consultation”

* Type of grants development support needed:

Individual consultation

i.

e. You may select “Other” with an option to provide what other support you may need.

* Type of grants development support needed:

Other

* Other grants development support:

i.

4. Lastly you will be able to provide notes and comments as well as attachments before submitting your request.

Notes/Comments:

Attachment:

Choose File(s)

Browse

Maximum total upload size is 25 MB.

Warning: Sending documents with highly sensitive information, ie. social security numbers, is not recommended.

Submit

Clear

a.

* = Required field.