

Office of Research Administration
University of Maryland, College Park
Quick Reference Guide for Proposal Development

<http://ora.umd.edu/>

<p>Prepare to Apply</p> <p style="text-align: center;">↓</p>	<p>Find funding opportunity Register for SPIN Plus (https://spin.infoedglobal.com) to receive funding alerts.</p> <p>Know unit procedures In some units, Investigators will create the proposal in Kualu Research, in other units administrators will work with Investigators to create the proposal in Kualu Research.</p> <p>Create or update profiles in electronic systems Update profiles in NSF Research.gov, NIH eRA Commons, NASA NSPIRES, etc.</p> <p>Attend training sessions Kualu Research trainings are offered regularly and system-specific trainings can be provided.</p>
<p style="text-align: center;">↓</p> <p>Develop Proposal</p> <p style="text-align: center;">↓</p>	<p>Prepare proposal Refer to the sponsor's directions for content and formatting guidelines.</p> <p>Acquire and complete required information Complete information in Kualu Research. For applications that require Grants.gov submissions, link the System to System opportunity to the proposal in Kualu Research.</p> <p>Attachments Complete required information for UMD routing and attach final budget, justification, solicitation, and subaward documentation. The technical internal attachments and System to System proposal attachments may be in draft form and replaced during routing by the proposal creator or proposal aggregator. Two ORA placeholder attachments must be included.</p> <p>Questions? Contact your Contract Administrator (ORA Staff).</p>
<p style="text-align: center;">↓</p> <p>Investigator Certification</p> <p style="text-align: center;">↓</p>	<p>All UMD Personnel with the role of Investigator must complete the Certification questions in Kualu Research All University of Maryland personnel listed on the proposal, including Principal Investigator, Multiple Principal Investigators, Co-Investigators, and Key Persons, must certify the proposal in Kualu Research.</p>
<p style="text-align: center;">↓</p> <p>Route for Approval & Deadlines</p> <p style="text-align: center;">↓</p>	<p>Submit proposal for Approval in Kualu Research. Proposal will move from Lead unit to College to ORA for approval using established routing maps for review and approval by Department Chairperson/Unit Head or designee of administering unit and the next higher level of authority within the school of the administering unit (e.g., Dean or VP or designee). ORA provides the final University-authorized signature.</p> <p>Deadlines Be sure to allow enough time for review. Complex proposals, proposals involving multiple departments or multiple institutions, Requests for Proposals (RFPs), or proposals that include cost sharing may take longer to review. All Proposals should be completely approved in Kualu Research up to the ORA stop 6 business days before submission. Grants.gov proposals for NIH and NSF should be final 6 business days before the deadline, including all attachments. For all other proposals, all attachments in Kualu Research should be final and marked as complete at least 24 hours before the deadline. Proposals where the PI provides submit access to ORA (e.g., NSF Research.gov, NASA NSPIRES) must have this access granted to the final proposal at least 24 hours before the deadline.</p>
<p style="text-align: center;">↓</p> <p>Submit to Sponsor</p>	<p>Hard copy proposals - ORA will notify the department for pickup so the department can mail to the sponsor. Electronic proposals - ORA will submit to sponsor.</p>

FREQUENTLY ASKED QUESTIONS ABOUT GRANT APPLICATIONS

When proposal applications request...

Answer is...

Submitting Organization	University of Maryland, College Park (Do not list department name)
General Business Address & Address for Official Correspondence	Office of Research Administration 3112 Lee Building 7809 Regents Drive College Park, Maryland, 20742-5141 Phone: (301) 405-6269 Fax: (301) 314-9569 E-mail: ora@umd.edu
Type of Organization	State Institution of Higher Education
Congressional District	MD-004
Official Authorized to Sign Proposals	Check with your Contract Administrator, or enter: Wendy Montgomery, Assistant VP Office of Research Administration (ORA is the designated Signing Official, DO NOT sign in these spaces.)
Financial Contact and Sponsored Project Payment Address	Sponsored Program Accounting & Compliance 4101 Chesapeake Building 4300 Terrapin Trail University of Maryland College Park, MD 20742-3141 Phone: (301) 405-2607 Fax: (301) 314-9889 E-mail: spac@umd.edu
Federal Cognizant Audit Agency	Grants Finance and Administration Services, Program Support Center U.S. Department of Health and Human Services 5600 Fishers Lane Bethesda, MD 20857 (214) 767-3261 Point of Contact: Ernest Kinneer
Administrator or Business Administrator Contact Assigned to Department	List ORA Contract Administrator (CA) Name Refer to ORA Staff
Institutional Assurance Numbers	IRB FWA: 00005856 IACUC: A3270-01 IACUC OLAW: D16-00172 Use for PHS
J1 Visa Designation Number	P-1-0793
Principal Investigator, Project Director, or Technical Contact	Faculty member's name
Campus Address	Faculty member's or Department's Address
Employer Federal ID Number/IRS Number (also known as TIN)	52-6002033
DHHS/PHS/Dept. of Ed. Entity ID Number (also known as EIN)	1520710851-A1 Use on Grants.gov forms for all DHHS, NIH, PHS, and Dept. of Ed. applications
Unique Entity Identifier	NPU8ULVAAS23
CAGE Code (Commercial and Government Entity Code)	0UB92
NAICS Code (North American Industry Classification System Code) (Formerly SIC - Standard Industrial Code)	611310
DHHS-PHS PIN (Use for USDA-NIFA proposals) or ASAP Information (also for USDA-NIFA proposals)	6J84P 2451208 (Recipient ID)
NIH Institutional Profile Number	820102
NSF Institution Code	00-2103-0000
FICE Code (Federal Interagency Committee on Education Code)	002103
ONR Administrative Contracting Office	Office of Naval Research Boston Regional Office 495 Summer Street, Room 627, Boston, MA 02210 (617) 753-4004 Point of Contact: Administrative Contracting Officer (617) 753-4617, ONR_Boston@navy.mil
Date of Facilities & Administrative Cost Agreement	December 9, 2025
DS-2 Date	Amended DS2 Effective 06/22/22
DCAA Accounting System Approval Date & Audit Number	Jan 6, 2023 Audit Number 1221-2023A17740001
Standard Indirect Costs - calculated as percentage of Modified Total Direct Cost (MTDC), see website for additional rates: UM Resources Indirect Costs	FY 2027 until amended 56% On-Campus Research 27.5% Off-Campus Adjacent 26% Off-Campus Remote 58.5% DOD Contract On-Campus Research 31.5% DOD Contract Off-Campus Adjacent 30% DOD Contract Off-Campus Remote 53% Instruction 40% Other Sponsored Activity 11% IPA
Fringe Benefits - rates effective FY 2026 until amended	Refer to: UM Resources benefits-stipends Faculty-30.7%; Staff-36.6%; Limited Benefits-22.7% Legislated Benefits-5.8%
Contact your ORA Contract Administrator for assistance if sponsor requires information not provided above.	

Last updated 04/22/26