

## Departmental Grant Submission

To support faculty research, the University and the department both provide assistance in the proposal and administration of grants. The University office responsible for all aspects of grant administration is the Office of Sponsored Research:

<http://research.unc.edu/osr/>

They have many online resources identifying funding sources, outlining research policies, etc. They also have two useful information pages which list University contacts, financial information and general policies:

<http://research.unc.edu/offices/sponsored-research/policies-procedures/index.htm>

[http://research.unc.edu/offices/sponsored-research/resources/DATA\\_RES\\_OSR\\_INFOSHEET](http://research.unc.edu/offices/sponsored-research/resources/DATA_RES_OSR_INFOSHEET)

Once a grant is funded, they serve as the primary contact with the granting agency and handle financial and contractual matters.

The department's research administrator is Michael Smith ([michael\\_smith@unc.edu](mailto:michael_smith@unc.edu) 962-0017). He provides support on development of budgets, advises on University policies and submits grants electronically to the Office of Sponsored Research.

The University requires five business days to process a grant, and it usually takes one day for the department to proof and submit. Advance planning is essential in meeting these deadlines. Please notify Michael Smith in advance of submitting a grant so that he may schedule time to go over and submit the proposal. Also, please plan on making yourself available during that day to answer any questions that may come up. Please follow sponsor guidelines in all submissions; however, a typical package includes a budget, budget justification, abstract and cover page. Additional materials may be required depending on the requirements of the granting agency. One final note: The NIH and CDC have additional requirements. If you are planning on submitting one of these, please notify Michael Smith three weeks in advance of the due date, so that we can make sure you are correctly registered with the government for electronic submission.

Once a grant is funded, you will receive monthly financial statements showing all expenditures and remaining balances. Please examine these and contact Michael Smith with any questions. The department has found it helpful in the past for PI's to meet with the department's Research Administrator midway through the project period to make sure that financial matters are proceeding smoothly. Likewise, a short meeting one month before the project close helps ensure that all loose ends are tied up cleanly. Finally, after the grant closes, Sponsored Research will submit a final financial report to the granting agency to go along with any research-related reporting you may have.