Proposal Attachment Guide

1 Step One: Proposal Attachments

Upload proposal attachments to KR. Follow the below directions for the type of proposal you are submitting.

FEDERAL SYSTEM-TO-SYSTEM (S2S)

What is it?
- System-to-system (S2S) allows you to submit your proposal to Grants.gov through Kuali Research. S2S is very convenient because you only need to enter your data once and KR will populate all required fields.

Examples:
- Federal grants
- Cooperative agreements
- Fellowships

What to attach:
- Follow sponsor requirements. S2S will automatically list and include all madatory forms. Optional forms can be added by clicking the "include" button.

SPONSOR PORTAL SUBMISSION

What is it?
- Proposals submitted via a sponsor's unique and separate portal.

Examples:
- TEDCO
- MIPS
- Proposal Central
- Research.gov, NASA NSPIRES

What to attach:
- Final budget
- Budget justification
- Letter(s) of commitment/support
- Subaward documentation
- Research plan/technical scope of work, this may be in draft format and replaced during routing by the proposal creator

Please note:
- The final copy of submitted proposal must be submitted to SPA.

Special instructions:
- If the sponsor's system allows proposal submission by the PI, be sure to route the proposal in Kuali Research BEFORE submission. After-the-fact routings should be rare.

SUBMISSION TO SPONSOR - OTHER METHODS (EMAIL, ETC.)

What is it?
- Proposals to sponsors that do not have submission forms on their website and request documents in alternate ways, like through email.

Examples:
- Clinical Trials (CCT)
- Some Foundations
- State of Maryland
- Subawards (UMB is the subrecipient)

What to attach:
- Final scope of work
- Budget
- Budget justification
- Letter(s) of commitment/support
- Subaward documentation

Special instructions:
- If your routing includes an agreement (grant agreement, MOU, etc.), respond "yes" to the UMB Questionnaire question, "Is there a contract document included as an attachment in this proposal?" SPA or CCT will review and (if needed) negotiate the agreement and sign on behalf of UMB.

UNFUNDED AGREEMENTS

What is it?
- Agreements that address specific needs related to sponsored projects but are not a funding instrument.

Examples:
- Confidentiality agreement
- Data use agreement

What to attach:
- Completed questionnaire **LINK to questionnaire**
- Statement of work
- Proposed agreement, if applicable

LINK to routing instructions for Unfunded Agreements

2 Step Two: Internal Attachments

Upload internal attachments to KR. Internal attachments are the documents that are added for internal review and reference but are not intended for submission to sponsor.

Required attachments:
- Sponsor instructions/request for proposal, etc. (if not federal S2S)

Examples of other documents you may need to attach:
- Routing memo outlining any anomalies in the solicitation or proposal, any unusual form or signature requirements, submission requirements, after-the-fact routing, incremental funding, etc.
- All letters or documents for SPA signature in their final form, ready for SPA to review and sign
- Approved indirect cost waiver **LINK to request an F&A Rate Waiver**
- PI eligibility waiver **LINK to PI Eligibility Waiver Request**
- Other useful documents that will not be submitted to sponsor

LINK to more information about attachments