

RASR PRE-AWARD SUBMISSION USER GUIDE

CAS Research Admin Team

Please contact your Contracts and Grants Coordinator with any questions

- After successful login, select “Proposal” in the Available Forms list found on the home page. You can also search “Proposal” in the search bar at the top of the page. **Note: if you do not see the College of Arts & Sciences tab after login, please contact your Contracts and Grants Coordinator to be added as a user**

- Recruitment
 - CASBO EHRA-NF Recruitment / Position Posting
 - CASBO Faculty Recruitment / Position Posting
 - CASBO Final Selection Worksheet
 - CASBO SHRA Recruitment / Position Posting
- Proposal
 - Proposal

- Once the form is selected, a window will open with the form description. Click “Create” to enter your request.

Proposal
✕

College of Arts & Sciences

Form Name

Proposal

Form Description

To inform CAS Research Administration about a proposal submission (Example: New Applications, Incoming Subcontracts, Resubmissions, Letters of Intent, Competing Renewals, Non-Competing Continuation/Progress Report, Revisions, etc.)

Create
Close

- Add a short form name to identify your submission (*Last Name Submission Type, Ex. Jones R01 New*)

My Form Name	<div style="border: 1px solid #ccc; padding: 2px;">Walens R01 New</div> <p style="font-size: small; color: #757575;"><i>Used to help process. Please be descriptive</i></p>
Form	Proposal/Research
Creation Date	08/01/2023 by Andrea Walens
Instructions	Please take a moment to fill out this questionnaire regarding y award administration needs. An initial response to your inquir

4. Background Information Request: Complete/input the required fields at a minimum (noted by a red asterisk *) Choose base department regardless of division. If you are submitted a Fellowship Application, select the home department of the Primary Mentor.

Background Information

Department *

*Please include department where funds are managed
Please Contact RASR@unc.edu if your department is not in the list*

Lead Principal Investigator *

Sponsor Submission Due Date *

5. Sponsor Information Request: Complete/input the required fields at a minimum (noted by a red asterisk *)

Sponsor Information

Sponsor

What is the Sponsor/Funding Institution for you application?

Type of Application *

Prime Funding Agency (if subcontract)

Is this a clinical trial?

NIH's Definition of a Clinical Trial
<https://grants.nih.gov/policy/clinical-trials/definition.htm>

Sponsor Link *

Estimated Budget *

Are indirects/F&A allowed?

If yes, please provide the percentage or cap. If no, please provide the rationale in the attachments section (either from the funding announcement or from an email from the sponsor).

- a. Type of Application (*Definitions/Examples Below*)
- i. **New** – initial request for support of a project that has not yet been funded
 - ii. **Resubmission** – an unfunded application that has been modified following initial review and resubmitted for new consideration
 - iii. **Revision** – A proposal revision is a change to a proposal made after the solicitation closing date. A proposal revision can be made at the request of or as allowed by the Contracting Officer as the result of negotiations.

- iv. **Incoming Subcontract** – A subrecipient agreement issued by a Pass-through Entity under a Grant or Cooperative agreement OR A subrecipient agreement issued by a Pass-through Entity under a Contract.
 - v. **Task Order** – For a Task Order, the agency provides specifics and describes the overall scope, project background, and Performance Work Statement/Statement of Work. This provides the contractor an understanding of the requirements, the current state of the contract, the agency objectives, and the agency’s desired future state.
 - vi. **Letter of Intent** – A letter provided prospective applicants to indicating intent prior to the submission of a grant application. The letter usually includes the name, address and phone number of the PI, identifies other key personnel and participating institutions, and prospective funding mechanism. Although a letter of intent is not required, is not binding, and does not enter into the review of a subsequent application, the information that it contains allows institute staff to estimate the potential review workload and plan for the application.
 - vii. **Pre-Application** – A short description of a project that does not involve a binding commitment of University resources. Also known as a white paper, letter of intent or concept paper.
 - viii. **Competing Renewal** – initial request for additional funding for a period subsequent to that provided by a current award
 - ix. **Contract** – a writing, legal agreement between the University and an awarding agency involved the expectation of a tangible product, service, or specific obligation (commonly referred to as a “deliverable”) in return for sponsored support
 - x. **Supplement** – Request for additional funds during a current project period
 - xi. **Non-Competing Continuation/Progress Report** – Request or award for a subsequent budget period within a previously approved project for which a recipient does not have to compete with other applications
 - xii. **Amendment** – A revision to an existing proposal or award
 - xiii. **Other (explain)** – If your application type is not listed, select other and provide additional details in the provided box
6. Project Information Request: Complete/input the required fields at a minimum (noted by a red asterisk*)

Project Information

Proposed Project Title

Proposed Project Duration (in years) Proposed Start Date

Budget Expectations

list personnel and effort and a snapshot of non-personnel expenses, (i.e. equipment, supplies, travel.) Maybe not complete information, but enough to create a budget shell.

Will space be required above current allocation? *
 Yes
 No
 Unsure

Will you have TBN positions? If so, how many FTE and what type of positions?

Abstract (250 words, draft)

Please provide an abstract or brief narrative of the proposed work.

Will data be collected?
 Yes
 No
 Unsure

Will secondary data sets be used?
 Yes
 No
 Unsure

7. UNC Collaborators: Complete/input the required fields at a minimum (noted by a red asterisk *)

UNC Collaborators

Co-Investigator/Key Personnel/Supporting Investigator

Estimated Effort Level

8. Training Program Fellow: Complete/input the required fields at a minimum (noted by a red asterisk *)

Training Program Fellow

Are You a Training Program Fellow? *
 Yes
 No

Training Program Name (if applicable)

Training Program Approving PI

9. Subcontracts: Complete/input the required fields at a minimum (noted by a red asterisk *)

Subcontracts

Subcontract (PI, Agency, Contact info)

10. Consultants: Complete/input the required fields at a minimum (noted by a red asterisk *) *An individual who provides professional advice or services for a fee, but normally is not engaged as an employee of the recipient institution.*

11. Notes

12. Include any additional attachments by clicking “Add Attachment”. Once form is complete, click “Submit”. If you need to save your submission and submit later, click “Save”.

13. If you receive an error message, make sure you have filled in all mandatory fields.

14. Once submitted your form should show as Submitted under “My RASR Form Submissions”.

15. Your Contracts and Grants Coordinator will review your submission and send an initial response to your inquiry within 2 business days.
16. Once your submission has been reviewed and you have been contacted with submission details, you will receive an automated email from RASR. This email means that your proposal is in que for submission, it does NOT mean it has been submitted in RAMSeS or the sponsor agency submission portal.
17. Once your full proposal has been submitted to the sponsor, you will receive a final automated email from RASR. You form should now show as completed under “My RASR Form Submissions”