ORE Pre-Award Procedures

All ORE staff have responsibility for pre-award and post-award activities. Sometimes work may be with a single individual in the ORE, sometimes work will be managed by multiple people. This is dependent upon the ongoing workload within the ORE and the respective tasks of each member of the ORE team.

Request for Support

Any support for the development of a grant or contract proposal must be within the timelines established by the ORE. In order to receive support from the ORE, a PI must submit a request for ORE support for a proposal. In order for the ORE to support the PI, the request for support must be submitted to the ORE five business days before the OPAS deadline (which may vary based on the solicitation type). The initial request must go to the ORE and include:

1. The name of the PI
2. The RFP or associated formal request for proposals
3. Any already prepared documents associated with the proposal

Step 1. Initial Review of RFP

The first activity of the ORE is a review of an RFP to support a PI in their accurate development of a proposal for the respective RFP. The ORE representative will receive the RFP, and review the RFP to become familiar with the requirements of the RFP including an understanding of the budget and an understanding of the required documentation that must be submitted with the proposal.

Step 2. Initial Meeting with the ORE

Upon receipt of the Request for Support, an ORE representative will schedule a meeting with the PI. It is critical that the PI attend that meeting because all support will be dependent on the ORE having sufficient information about the proposal, including the proposed budgetary expenditures.

- The ORE will Meet with PIs about RFPs to discuss Sponsor related compliance, how it translates to UMass compliance and proposal development.
- The ORE will work with the PI to set plan for moving forward with proposal as it related to meating the proposal deadlines, and for submitting all required documents, including the budget and budget justification.
- Meetings with PIs about proposal development – Tracking process, getting PI necessary info related to budgeting and budget justification, pertinent UMass documentation or info, helping with sponsor portal and Kuali proposal submittal.

Step 3. Initial Budget and Documentation Development

The ORE will work with the PI to develop an initial budget:
- The ORE will work with PIs to create budgets that reflect the needs and scope of projects.
- The ORE will work with the PI to help forecast future salary and fringe expense increases.
- The ORE will discuss the needs of the Budget Justification. The ORE will discuss what should go into the budget justification. **The ORE will not develop the budget justification for the PI***, but will review the budget justification to ensure it is accurate and meets the needs of the proposal*.

The ORE will work with the PI to ensure that the PI has the required Ancillary Documentation when needed:
- The ORE will look through the RFP and identify the required documents needed for the proposal.
- The ORE will share the required documents with the PI. ***Note: The PI has primary responsibility for this task. The ORE will work to identify what they can from the RFP, but the PI should also review the RFP, check for required documentation, and check the list provided by the ORE to verify that all documents have been identified.***

The ORE will Support the PI in the utilization of online portals such as FastLane:
- The ORE will work with PI to ensure that their information is in the electronic portal, for example FastLane (for NSF) or the Spencer Foundation electronic system.
- The ORE may upload budgetary information into the electronic portal as necessary.
- ***Note: The ORE is not responsible for uploading the information or documentation into the portal; that is the responsibility of the PI.***

Step 4. Finalization of Budget

The ORE will work with the PI to finalize the budget. This means that:
- The budget will meet the requirements of the grant.
- The budget will include accurate costs for personnel
- The budget will include accurate costs for all other expenses
- The budget justification is aligned to the budget numbers
- The budget is in the correct format for the grant
- The budget, or budget summary, is prepared for submission through Kuali

Step 5. Submission of Proposal to OPAS through Kuali / Electronic Grants Management System

The ORE will work with the PI to ensure that all required information is uploaded and submitted through Kuali:
- The ORE will create a New Proposal in Kuali.
- The ORE will work with the PI to upload required documents into Kuali.
- The ORE will work with the PI and OPAS to correct errors in any of the documents or information in the documents.
- The ORE will support communication between OPAS, the PI, and the ORE.

Step 6. Verification of Final Submission of Proposal to Sponsor

The ORE will work with the PI to follow up with the grant submission activity to monitor proposal submission by OPAS:
- **OPAS submits all grants and contracts through every funding agency or organization**. The ORE will work with the PI to confirm that the grant was submitted by the solicitation deadline.

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