

PROCESS TO SUBMIT AN APPLICATION TO AN EXTERNAL SPONSOR

[The Research Foundation of State University of New York](#) has been designated to provide administrative support for externally sponsored research for the State University of New York system.

When submitting an application, The Research Foundation of SUNY will be the applicant and subsequently, The Research Foundation accepts awards on behalf of the University.

The Research Foundation of SUNY at the University at Albany is located within the [Division for Research, Office for Sponsored Programs](#).

UAlbany campus uses [Coeus](#) for proposal preparation and submission. Coeus is a web-based application and a user-friendly tool that will be used for preparing, routing and submitting ALL research proposals and contracts. UAlbany has made a substantial commitment and dedicated significant resources to provide Coeus to our research community. This has come as a result of a recent federal mandate that requires all federal applications to be submitted through one electronic portal – Grants.gov

Attendance at a CoeusLite Navigation session is **mandatory** since no grant or contract proposal, regardless of sponsor or format, can be submitted without an investigator having attended Coeus Navigation. Faculty and staff can sign up for one or more training classes at: <http://web.albany.edu/its/training/modinfo.asp?modreq=P>

In an effort to better serve you, we have created a list of important steps to follow, when completing an application package.

Each sponsor has different requirements for preparation and submission of an application, but there are some general steps that most sponsors require:

Those steps are as follows:

- I. Identify Funding Source ([Click here for grant funding agencies](#))
 1. Obtain Program Announcement.
 2. Locate Program Guidelines; **these guidelines are of critical importance.**

They will provide you with the following information:

 - a) Submission deadline
 - b) Forms and content specifications
 - c) Selection criteria
 - d) Method of submission (electronic or paper)

II. Contact your Office for Sponsored Programs Research Administrator
[Click here to find your Research Administrator](#)

1. Review program guidelines with your Research Administrator
2. Develop a timeline to complete application
3. Discuss budgetary needs
4. Obtain copies/discuss current and future rates ([Click Here for Rate Sheet](#))
 - a) fringe benefits
 - b) facilities and administrative costs
 - c) tuition
 - d) travel per diems
 - e) mileage

III. Evaluate Research Components

1. If your research includes the use of **Human** and/or **Animal** Subjects or the use of **Radioactive materials**, you must contact the [Office of Research Compliance](#).
2. Check sponsor guidelines to ensure that all necessary actions are taken.
***NOTE* Some sponsors require IRB approval prior to proposal submission, while others allow applications that are pending approval. Review the guidelines carefully!**

IV. Budget Development

1. Develop an "Internal" or "Working" Budget using an excel spread sheet; an internal document will allow you to "perfect" the numbers before completion of the application form.
 - a) Make sure all costs are appropriate to the program
 - b) [Check the rates](#)
 - c) Include any cost-sharing or matching required by sponsor
***NOTE* Obtain necessary approvals if cost-sharing or matching is required.**
 - d) Issues concerning consultants- [Contact Sponsored Funds Personnel](#)
 - e) Send a copy of your budget to your Research Administrator for review
 - f) **ALL** budgets must be entered into Coeus as part of the submission package
 - g) For Grants.gov proposals, the agency forms will be populated from the information entered into the Coeus budget screen

V. Collaborating with another Institution (If applicable)

The following materials must be obtained from the collaborating institution:

1. Letter of Commitment
2. Scope of Work
3. Budget
4. Rate Agreement

VI. Routing and Approval

Proposals need to be completely finished and submitted for approval at least **5 business days** prior to the submission deadline. This is to allow enough time to successfully complete the electronic routing process and to accommodate any revisions that may be necessary.

Electronic routing of proposals and approval will be the University's record of authority and will replace the Campus Impact Statement. Routing rules and maps have been pre-established by the Office for Sponsored Programs (OSP), according to instructions provided by the Deans' offices of each School or College, and Center Directors. These instructions included a list of authorized signatories and alternates, whose names and email addresses have been used to create Approval Routing maps. Once a Principal Investigator submits a completed proposal for approval, the electronic routing process begins. At each step along the routing map, the individuals designated a signatories will have an opportunity to review and approve (or reject) the proposal. The Office for Sponsored Programs is the final stop in the process. Upon final approval, the proposal will be submitted to the Sponsor by the Investigator's Research Administrator.

Notification

When a proposal is submitted for approval by an Investigator, Coeus will generate an email to the Approvers at the first level of the routing map. The first level approver is typically the Department Chair or Center Director. The email will be sent to the *Preferred email address* designated by the Approver on his MyUAlbany page. Typically, the second step in the Routing map is to the Dean of the School or College. When the Dean, or their alternate, has completed this process and approved a proposal, the Research Administrator in the Office for Sponsored Programs will receive notification that the proposal is ready for final review and submission to the sponsor. The RA will have final review responsibilities and may elect to approve or reject the proposal at this final stage.