

PROCESS TO SUBMIT AN APPLICATION TO AN EXTERNAL SPONSOR

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

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

The Research Foundation for SUNY at the University at Albany is located within the [Division of Research, Office for Sponsored Programs Administration, MSC 100A](#).

UAlbany campus uses [PACS](#), a web-based tool, for preparing and routing proposals for approval prior to submitting ALL research proposals and contracts.

We have created a list of important steps to follow, when completing an application package.

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

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

- II. Submit a request to submit a proposal [here](#). The Research Administrator (RA) assigned to assist you will reach in within 1-2 business days.
 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
 - 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, you must contact the [Office for Regulatory and Research Compliance](#).
2. If your research includes the use of Radioactive Materials, Hazardous Substances, Infectious Agents or recombinant DNA, you must contact the [Office for Environmental Health and Safety](#).
3. 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. Conflict of Interest (COI)

UAlbany researchers must submit a [Conflict of Interest](#) disclosure at the time of proposal submission and then annually thereafter.

V. 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.

VI. Collaborating with another Institution (If applicable)

The following materials must be obtained from the collaborating institution:

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

VII. 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.

Once a Principal Investigator submits a completed proposal for approval, the electronic routing process begins. At each step along the routing map, the individual's designated signatories will have an opportunity to review and approve (or reject) the proposal. The Office for Sponsored Programs Administration is the final stop in the process. The RA will have final review responsibilities and may elect to approve or reject the proposal at this final stage. Upon approval, the proposal will be submitted to the Sponsor by the Investigator's Research Administrator.