PROCESS TO SUBMIT A STUDENT APPLICATION TO AN EXTERNAL SPONSOR

The Research Foundation for the 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 and the Principal Investigator (PI).

The Research Foundation of SUNY at the University at Albany is located within the **Division for Research, Office for Pre-Award and Compliance Services.**

STUDENTS SUBMITTING TO EXTERNAL SPONSORS should contact their mentor/advisor as soon as they know they wish to submit a proposal.

UAlbany uses COEUS, a web based tool, for proposal preparation and submission. Some sponsors require mentors/ advisors to submit proposals on their student's behalf. The student must determine in consultation with their mentor who is responsible for submission. If the mentor is responsible, he/she will be listed as the Principal Investigator and the student will be the Co-Investigator on the grant. **Please remember that the mentor will be submitting the proposal on your behalf and therefore it is their responsibility to ensure compliance with all aspects of UAlbany's submission process.** COEUS is used for preparing, routing and submitting ALL research proposals and contracts.

For your convenience, 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) Eligibility requirements
                b) Submission deadline
                c) Forms and content specifications
                d) Selection criteria
                e) Method of submission (electronic or paper)

II. Contact your MENTOR/ADVISOR
1. Review program guidelines with your Mentor
2. Develop a timeline to complete application
3. Discuss budgetary needs
4. Document your eligibility to submit the proposal
5. Contact your research administrator to discuss the necessary process for the submission of the grant including ensuring that you are correctly registered with the sponsor if required

Example: NSF requires that the student be registered with NSF but be listed as the Co-Investigator and not the PI

III. Evaluate Research Components

1. If your research includes the use of **Human** and/or **Animal** Subjects, you must contact the Office for Pre-Award and Compliance Services

2. If your research includes the use of **Radioactive Materials, Hazardous Substances** or **Infectious Agents**, you must contact the Office of 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. Budget Development

1. Develop an "Internal" or "Working" Budget using an Excel spread sheet;
   a) Make sure all costs are appropriate to the program
   b) Check the appropriate Facilities and Administrative (F&A) Costs and Fringe Benefits
   c) Include any cost-sharing or matching funds required by sponsor
   NOTE Obtain necessary approvals if cost-sharing or matching is required.
   d) Issues concerning consultants
   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. F&A Rate Agreement

VI. Routing and Approval

Proposals need to be completely finished and submitted for approval to the Department/School/College 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 individuals designated a signatories will have an opportunity to review and approve (or reject) the proposal. The Office for Pre-Award and Compliance Services is the final stop in the process. Upon final approval, the proposal will be submitted to the Sponsor by the Investigator's Research Administrator.

Last updated: Feb. 28, 2017