The proposal submission process can be confusing as it is not something we do not do every day. Here is an overview and a few resources to help you get started.

**GRANT SUBMISSION PROCESS**

1. **IMMEDIATE:** As soon as you think you may be submitting a proposal, complete UHMC’s Grant Review Form.
   a. The form achieves the following: (1) Documents you discussed the proposal with appropriate supervisors/Vice Chancellor to ensure it aligns with campus strategies, (2) Informs the Grant Office and Chancellor to ensure the grant does not conflict with other priorities or submissions, (3) aligns your proposal with UHMC’s Strategic Plan, and (4) ensures your proposal has plans for sustainability or lasting impact.
   b. The form can be routed electronically with esignatures and is meant for a quick turnaround (1-2 days max). You must obtain a signature from your supervisor (Department Chair and/or Vice Chancellor) and then send to the UHMC Grant Office (Melissa Bonnin, mmbonnin@hawaii.edu). Please also include the related solicitation attached to your email.
   c. The UHMC Grant Office will review the UHMC Grant Review Form, may ask for clarification, and will obtain the Chancellor’s approval (please have it already approved by your supervisor and appropriate Vice Chancellor as appropriate).
   d. The UHMC Grant Office will notify ORS of the pending submission.

2. **TWO WEEKS PRIOR TO SUBMISSION:** Route your proposal and all related documents through myGrant (mygrant.ors.hawaii.edu).
   a. Consider exploring myGrants sooner to be familiar with the process.
   b. If you do not have a myGrant account, call the ORS Helpline (808-956-5198) to set one up. This process usually takes about 24 hours.
   c. Complete the COI Dashboard at any time; the COI screens for conflicts of interest. You, any PI and/or Key Personnel will need to complete the COI before the proposal can be routed on myGrants, so this is best done as early as possible.
   d. Click on “Create Proposal” and follow the prompts. A few notes
      i. Under “Basics”, the “Applicant Organization” is University of Hawaii, you may add UH Maui College under “Primary Performance Site”
      ii. Under “Key Personnel”,
         1. “Credit Allocation”, RTRF Allocation % (basically the indirect costs) is 100% to our campus (under “MU1293 – Chancellor, UH Maui College” or your department if appropriate); Effort % does not need to add up to 100% (a Principal Investigator or PI is often 5-10%)
         2. Under “Personnel”, each person needs to complete the “Key Person Certification”
      iii. Under “Attachments”
1. Every piece that needs to be submitted is attached under “Proposal”
2. In “Abstracts” you will write in a very brief project summary
3. Under “Internal” you will attach the following, even if not required by the project: (1) solicitation, (2) excel file budget, (3) budget narrative (if requested in the project, and (4) the approved grant review form. You may also attach any other related project materials.
   iv. Answer all the questions under “Questionnaire.” Please note that if you are using an indirect rate that is capped or waived, you will need to go back and answer a final question once you have completed the “Budget” section.
   v. Under “Budget” you want to create a “Summary Budget”. This will be the total for each year, plus “F&A” (i.e. indirect costs). You will need to calculate your unrecovered F&A, which is any waived or capped indirect costs.
   vi. Under “Access”, you do not need to add anyone, but it is always good to add your Grant Office Coordinator (mmbonnin) and your Extramural Business Officer (reeser) so they can make changes if needed.
   vii. Click on “Data Validation” on the upper right-hand of the screen and then the “Turn On” button on the upper right-hand corner of the Data Validation popup screen. This will inform you of errors you will need to fix on your myGrant program before you can route it.
   viii. Once complete go to “Summary/Submit” to submit for routing.
   ix. TIP: Minimally, it is best to have one week to route (more time if there are multiple campuses). You can still work on final drafts (make sure to let ORS/the Grant Office know you will have a more final document to submit), but the budget needs to be final.

3. ORS SUBMISSION
   a. Only the Office of Research Services (ORS) is an Authorized Representative that can sign and submit your documents.
   b. ORS reviews the documents to ensure technical requirements have been met, pending receipt of your final copy in advance and ORS’s schedule.
   c. Make every attempt to have your final documents to them as early as possible as (1) the earlier you send your final documents to ORS, the more time they can spend reviewing to ensure there are no technical errors, (2) electronic submission processes can be slow at the deadline as many people are submitting at the same time, (3) occasionally errors are detected in the submission process, advance submission allows you to correct them, and (4) advance submission gives ORS time to arrange for submitting multiple proposals.

4. ORS RESOURCES
   a. INSTITUTIONAL PROFILE: found under “Quick Links” on the right-hand side has most of the technical information such as Legal Application (always University of Hawaii) the address to be used, the “Authorized Institutional Representative”, Tax Status, DUNS number (SAM number and dates can be found by using DUNS number at www.sam.gov)
   b. RATES: also found under “Quick Links” has Indirect, Fringe Benefit, and Sponsor Specific Rates to be used on budgets.