

## Department of Communication Procedures for Grants and Contracts

*The following represents the procedures for submitting extramural grant and contract applications with the Department of Communication at the University of Maryland. These procedures reflect ORA's guidelines outlined in their Sponsored Research Handbook -- <http://www.ora.umd.edu/sites/default/files/documents/proposal/sponsored-research-handbook.pdf>-- and the College of Arts and Humanities' (ARHU) Center for Synergy -- <https://arhusergy.umd.edu/grants/routing>.*

Please see the following link for ORA forms: <http://www.ora.umd.edu/forms/umd>

1. All extramural and sponsored grant and contract applications proposed by departmental faculty and graduate students must be approved and signed by the chair of the Department of Communication and reviewed by the department's business office. The applications must also be routed through ARHU Dean's Office.

The chair's assessment of applications in terms of course buyouts, graduate student assistance, and cost sharing will depend on the need to balance teaching requirements, graduate student availability, budget constraints, and other administrative burdens.

2. Faculty requesting any departmental resources in sponsored research applications must gain approval from the chair before submitting an application to ARHU or to ORA. Departmental resources include but are not limited to: paper and office supplies; photocopies; staff time involved with processing applications, processing course buyouts, creating budgets and accounts, processing grant/contract paperwork, and managing accounts; office space to perform funded research tasks; graduate student assistance; research center space; departmental equipment; and cost sharing.
3. Individuals interested in applying for a grant or contract must complete the Intent to Submit a Grant or Contract form, found at [www.comm.umd.edu](http://www.comm.umd.edu). The form needs to be submitted to the chair as early as possible (at least 5 weeks before the submission due date except in extraneous circumstances). The chair must approve the form within a maximum of 5 business days. The chair will consider each application in the context of other applications and consult the Grants Committee as needed.

Individuals submitting white papers or letters of intent should also complete the Intent to Submit a Grant or Contract form and submit it to the chair at least one week before the due date. A copy of the proposed budget should be attached. If the grant needs to be routed through ORA, the form needs to be submitted to the chair at least 10 days before the due date. Please see ORA's guidelines for white papers and letters of intent:

<http://www.ora.umd.edu/sites/default/files/documents/proposal/sponsored-research-handbook.pdf>

4. An estimated budget and budget justification for each grant or contract must be submitted to the chair and business office at least 17 business days prior to the submission deadline. The chair can seek advice from the Faculty Advisory Committee and the Grants Committee in approving the parts of the budget that involve departmental resources. It is expected that revisions to budgets may be made, and any revisions shall be subsequently submitted to the chair for approval.
5. When an external grant or contract is being proposed, a University Routing Form must be submitted along with the budget 11 business days prior to submission deadline. The form must be signed by the faculty member/staff/student submitting the grant/contract proposal, the chair, and then the ARHU Dean's Office. Please see the details for ORA's routing form: <http://www.ora.umd.edu/sites/default/files/documents/forms/ora-routing-form.pdf>  
<http://www.ora.umd.edu/sites/default/files/documents/forms/ora-routing-form-line-by-line-instructions.pdf>.

When completing the routing form, the PI or the Co-PI must designate a portion of the DRIF funds for the Department of Communication. The amount will be determined in consultation with the chair. The percentage should reflect the level of effort of the Department of Communication researcher(s). Please see the guidelines for DRIF funds: <http://www.ora.umd.edu/sites/default/files/documents/forms/drif-credit-percent-for-coeus.pdf>

6. Final grant or contract applications must be routed through the department chair at least 12 business days prior to the submission deadline.
7. Individuals can seek exceptions to the departmental procedures identified above. The chair (and the ARHU Dean's Office as necessary) needs to approve such exceptions.