

INSTRUCTIONS FOR SUBMITTING PROPOSALS FOR EXTRAMURAL FUNDING TO ORS

Most proposals for extramural support for research, training or other activities to be conducted by University of Hawai'i (UH) faculty, staff and students are required to be submitted through the UH Office of Research Services (ORS). Exceptions for OTTED and UH Hilo are summarized in the shaded boxes below.

For all Proposals Submitted through ORS: A signed original and one copy of the completed ORS Form 5 must accompany all proposals submitted to ORS. The original ORS Form 5 must be printed on **yellow paper**. If ORS Form 5a, 5b, and/or 5c are required, submit the original, also on yellow paper, plus one copy. The proposal submitted to ORS with the ORS Form 5 must be the exact duplicate of the proposal to be submitted to the sponsor.

A complete submission must be received by ORS at least 5 business days prior to the deadline for electronic submission to the sponsor or the pick-up date from ORS by the office of the Principal Investigator (PI). A proposal received by ORS after this date will be considered a **Late Submission** (see below).

A **Complete Submission** will include the **Complete Proposal** (including all documents required by the sponsor; typically, a cover letter, abstract, narrative project plan, budget, biographical sketches of key personnel, letters of support, etc.) and ORS Form 5 with all required information and signatures. In addition, a complete submission will include applicable supporting documents (e.g., letter of commitment; ORS Form 5a, b and/or c; compliance certifications, etc.). Requirements for these supporting documents are included in the ORS Form 5 and in the ORS Form 5 Basic Instructions and ORS Form 5 Expanded Instructions. All of these documents, and a Proposal Submission Checklist for PIs are available on the ORS Website at <http://www.hawaii.edu/ors/>

Submitting Proposals Electronically: In addition to the ORS Form 5, submit to ORS one printed copy of the proposal and the proposal solicitation (or program announcement / RFP / RFA). Append other documents, as applicable.

- When using Grants.gov, the proposal must be submitted electronically to ORS through the Grants.gov File Uploader that can be accessed through the ORS Website at http://www.hawaii.edu/ors/era_grantsgov.html For further instructions relating to Grants.gov, see the step-by-step instructions in the box at the end of this document.
- Most proposals to the National Science Foundation (NSF) must be submitted through FastLane. FastLane access and instructions are on the ORS Website at http://www.hawaii.edu/ors/era_fastlane.html
- Most NASA proposals are submitted online through NSPIRES at <http://nspires.nasaprs.com>

For registration and questions on electronic proposal submissions, contact the ORS eRA Help Desk at 956-5198 or by email at [<helpdesk@ors.hawaii.edu>](mailto:helpdesk@ors.hawaii.edu)

Submitting Proposals by Mail: In addition to the ORS Form 5, submit to ORS the original and one copy of the proposal, one copy of the proposal solicitation and one copy of each supporting document. The office of the PI is responsible for mailing the proposal to the sponsor.

Advance Notification to ORS: As early as possible, email ORS with advance notification of your submission to: <helpdesk@ors.hawaii.edu> and include the following: 1) PI name, 2) PI's campus and school, 3) sponsor, 4) submission deadline, and 5) project type (e.g., research & development, training, other).

Limited Submission Proposals: Some funding opportunities limit the number of proposals that the sponsor will accept from each institution. UH has a process for pre-review of potential applicants to select the proposals that can be submitted on behalf of UH for such "limited submission" RFPs. For consideration, a three to five page project description with a cover sheet, budget and the PI's CV must be submitted through the UH Office of Research Relations. For information, call 956-8128 or email hmcarthu@hawaii.edu.

ORS Office Locations: ORS has three offices. The main office is located at Sakamaki D-200 (2530 Dole Street) on the UH Manoa campus. The Kaka'ako Satellite Service Center is located at Ancillary 102 on the UH Kaka'ako campus. The Maui Community College (MCC) Satellite Service Center is located in the MCC Business Office in the Ho'okipa Bldg.

The Kaka'ako Office provides contracts and grants services to the John A. Burns School of Medicine (JABSOM) and Cancer Research Center of Hawai'i (CRCH). Proposals for projects to be conducted at JABSOM or CRCH should be submitted to the Kaka'ako Office.

Late Submissions: A proposal submitted to ORS after the applicable date will be considered a late submission. ORS will make every effort to process late submissions, but there may not be time for an adequate review. If an award is made based on a late submission of a proposal signed by the college, school, department, and/or campus leadership that unit will be responsible to cover costs incurred by UH as a result of proposal errors. Such costs might include cost sharing commitments or unallowable commitments of UH resources.

OTTED Exception: For research projects sponsored by: 1) private, for-profit commercial companies with private funds (unless the study is a clinical trial to be sponsored by a pharmaceutical company), 2) Small Business Innovation Research (SBIR) funding, and/or 3) Small Business Technology Transfer (SBTT) funding, submit proposals through the UH Office of Technology Transfer and Economic Development (OTTED) <http://www.otted.hawaii.edu/>.

UH Hilo Exception: For projects to be conducted at UH Hilo, submit proposals through RCUH Hilo. Contact Sharyl Kasarskis at 808.933.0849 or by email at kasarski@hawaii.edu.

Submitting Proposals through Grants.gov

Follow these basic steps to learn about and apply for grants through Grants.gov:

1. As an individual, DO NOT REGISTER WITH GRANTS.GOV (ORS has already registered on behalf of UH).

Note: Multiple federal agencies use Grants.gov; some of these agencies require PI registration on their agency platform (such as eRA Commons). PIs should register through the ORS eRA Help Desk.

2. For information on federal funding opportunities, visit “Search Grant Opportunities” at: <http://www07.grants.gov/search/basic.do>

3. From this site, you can subscribe to receive email notifications and updates on grant opportunities in your area of interest.

4. When you find a funding opportunity you that you want to apply for, download the grant application package.

5. Depending on the file type of the application, download and install either PureEdge Viewer <http://grants.gov/help/download_software.jsp> (.xfd) or Adobe Reader 8.1.2 <http://grants.gov/help/download_software.jsp> (.pdf)

6. Provide advance notification to the ORS helpdesk@ors.hawaii.edu that your application will be submitted. Please allow five (5) working days prior to the application deadline for ORS to review your application. This will give ORS adequate time to review you proposal and recommend corrections or changes prior to submission.

7. Complete the electronic application and the ORS Form 5 <http://www.hawaii.edu/ors/forms/FORM5.pdf>>

8. Upload your electronic application file to ORS Grants.gov File Uploader <https://ors61.ors.hawaii.edu/UPS/upload.aspx>

9. Send ORS a printed, signed copy of the application, the proposal solicitation, the completed ORS Form 5, and other documents (e.g., ORS Form 5b, commitment letters, etc., as applicable), following directions on the ORS Form 5 and in the Form 5 instructions.

If you have questions, contact the ORS Help Desk at 956-5198 or by email at helpdesk@ors.hawaii.edu.