

# CAHSS Guidelines for Proposal Development and Grant Administration

The College of Arts, Humanities, and Social Sciences (CAHSS) provides proposal development (pre-award) and grant administration (post-award) support to faculty Principal Investigators (PIs) seeking or receiving funding for arts, humanities, and social science research and creative achievement projects. The following guidelines are intended to be useful to both PIs and their department chairs.

## Proposal Development (Pre-Award)

### Arts and Humanities

- CAHSS faculty who are seeking funding or preparing a proposal for arts and humanities research projects may contact the **Dresher Center for the Humanities**, which offers assistance with sponsor research and proposal development (narratives, budget preparation, subaward development, timelines and work plans, and application assembly). The Dresher Center serves as a liaison with sponsors, departments, the CAHSS Dean's Office, the Office of Sponsored Programs, and other offices, and assists faculty with PI Eligibility procedures and proposal routing in Kuali, UMBC's grants platform. The Dresher Center also provides some assistance to faculty in developing proposals for internal research support.
- The Dresher Center has expertise in preparing grant and fellowship proposals directed to arts and humanities sponsors, including the American Council of Learned Societies, the National Endowment for the Arts, the National Endowment for the Humanities, the Institute of International Education (IIE)/Fulbright, the Whiting Foundation, Woodrow Wilson National Fellowship Foundation, Maryland Humanities, Maryland State Arts Council, as well as other non-profit foundations and organizations.
- Visit <https://dreshercenter.umbc.edu/grant-and-research-funding-assistance/> or contact Rachel Brubaker ([rbruba1@umbc.edu](mailto:rbruba1@umbc.edu)), Assistant Director for Grants and Program Development, and also consult [Routing Proposals: An Overview from the CAHSS Dean's Office](#).

### Social Sciences

- CAHSS faculty who are seeking funding or preparing a proposal for social science research projects may contact the **Maryland Institute for Policy Analysis and Research (MIPAR)**, the grants administration unit housed in the **Center for Social Science Scholarship (CS3)**. For social science faculty (other than those in the Department of Psychology), MIPAR offers assistance with proposal development,

budget preparation, subaward development, timelines, work plans, and application assembly. MIPAR also serves as a liaison with sponsors, departments, the CAHSS Dean's Office, the Office of Sponsored Programs, and other offices, and assists faculty with PI Eligibility procedures and proposal routing in Kuali, UMBC's grants platform. (MIPAR does not support internal proposals or awards; some internal awards are offered by CS3, which also provides some assistance to social science faculty with seeking funding for internal and external research.)

- MIPAR has expertise in preparing grant and fellowship proposals directed to social science-related sponsors, including federal, state, and local agencies and foundations, such as: National Science Foundation, National Institutes of Health, and the National Institute on Aging, Baltimore City Health Department, Maryland Department of Health, and the Alfred P. Sloan Foundation, among others
- Visit <https://mipar.umbc.edu/support/> or contact Deb Geare, Associate Director of MIPAR ([geare@umbc.edu](mailto:geare@umbc.edu)), and also consult [Routing Proposals: An Overview from the CAHSS Dean's Office](#).

## Grant Administration (Post-Award)

### Arts and Humanities

- At this time, the Dresher Center's role does not include grants management after an award has been made. Please be sure to discuss award management with your chair and your department's administrative staff prior to submitting an application.

### Social Sciences

- Once a grant that was submitted with MIPAR's support has been received, MIPAR assists faculty with grant administration services that include payroll, human resources, procurement, subaward processing and monitoring, and travel arrangements. MIPAR also provides financial support for awards including budgetary accounting and budget management, projections, no cost extensions, award set-up and close-out, and assisting PIs with Research Performance Progress Reports (RPPR).

### Other Considerations for Grant Administration Support:

- There are a number of considerations to take into account when determining whether MIPAR's grant administration support is appropriate. PIs and Chairs are asked to be aware of these considerations for general planning purposes.
  - Type of award: Is this a grant or a fellowship? Smaller grants and individual fellowships, as well as any internal awards, are generally managed by the PI's department. Larger, multi-year and/or more complex grants, can require additional grants expertise and therefore are appropriate for post-award support.

- Size and longevity of the award: Will the budget and length of the award strain departmental administrative resources?
- Cost-share: Does the project require administration of UMBC or third-party cost-share?
- Complexity of the project: Does the project involve multiple investigators and/or institutions, extensive or large-scale procurements, subawards, travel, additional and/or atypical hiring, international partners, compliance considerations (i.e., human subjects, data management, export control, etc.), or waiver of F&A costs?
- Reporting and other compliance requirements: Does the sponsor require regular financial and other types of reports?

*Document date: January 22, 2021*