

# 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, the Institute for Citizens & Scholars, 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 research administration staff in the **Center for Social Science Scholarship (CS3)**. For social science faculty (other than those in the Department of Psychology), the staff in CS3 offer assistance with proposal development, budget preparation, subaward development, timelines, work plans, and application

assembly. They also serve 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 Quali, UMBC's grants platform. (The CS3 research administration unit does not route or administer internal proposals or awards.)

- CS3's research administration staff have 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.
- For more information, faculty may contact [socialscience@umbc.edu](mailto:socialscience@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 CS3's research administration support has been received, CS3 staff assist faculty with grant administration services that include payroll, human resources, procurement, subaward processing and monitoring, and travel arrangements. CS3 staff also provide 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 CS3'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?

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