### #1 Basic Steps

**Don't wait, COMPLETE these steps BEFORE APPLYING.**

1. **Complete compliance training**
   - Complete and pass the compliance training. Link: [http://www.howard.edu/research/training/certification.html](http://www.howard.edu/research/training/certification.html)

2. **Register**
   - Register for Community of Science (COS) to receive funding alerts, [http://www.cos.com](http://www.cos.com).
   - Experiencing difficulty with COS contact Katie McGraw, kmcgraw@howard.edu.
   - If you are interested in contracts also register at [FedBizOpps.gov](http://fedbizopps.gov).
   - Get a Howard University DocuSign account for access to the on-line grant submission documentation. Contact Reginald Monroe, rmonroe@howard.edu or Leeroy Smith, lsmith@howard.edu.

3. **Create or update profiles in electronic grants management systems**
   - NSF FastLane – complete application and email it to ora@howard.edu. You will receive registration notification from Research Administrative Services (RAS). If you do not receive notification follow-up with Javacia Harris, j_s_harris@howard.edu. Link: [http://www.howard.edu/research/content/doc/ospra/NSF%20Fastlane%20Registration.pdf](http://www.howard.edu/research/content/doc/ospra/NSF%20Fastlane%20Registration.pdf)
   - NIH eRA Commons – complete application and email it to ora@howard.edu. You will receive notification that you have been registered by RAS. If you do not receive notification follow-up with Javacia Harris. Link: [http://www.howard.edu/research/content/doc/ospra/NIH%20eRA%20Commons%20Application.pdf](http://www.howard.edu/research/content/doc/ospra/NIH%20eRA%20Commons%20Application.pdf)

4. **Obtain necessary software**
   - PDF generator or viewer software, Adobe Acrobat.

### #2 Prepare to Apply

1. **Find Funding Opportunity**
   - **Contact your Research Administrator**
     - Contact the research administrator assigned to your school/college. Provide the sponsor name and grant number for which you intend to apply.
   - **Is it a limited submission?**
     - Yes or Unsure, contact your research administrator.
     - No, continue to proceed.
   - **Does the project require IRB approval?**
     - Yes or Unsure, contact your Research Administrator and go directly to the HU-IRB for the forms and tools, [http://www.howard.edu/research/offices/orc/irb/tools.html](http://www.howard.edu/research/offices/orc/irb/tools.html)
     - No, continue to proceed.
   - **Acquire and complete required forms**
     - Complete required forms. These forms can be filled out on-line through DocuSign.
     - For applications that require Grants.gov submissions download the Grant Application Package from Grants.gov.
     - Refer to the PI checklist (available on DocuSign) for internal documents.
     - Application to Seek Off-Campus Funds (available on DocuSign).
     - Conflict of Interest Disclosure Form (available on DocuSign).

### #3 Develop a Budget

- Refer to the sponsor’s directions for budget content.
- Send the draft budget to your research administrator for review and discussion.
- Modify based on recommendations.
- Continue to notify your research administrator of any changes to the budget.

### #4 Prepare Proposal

1. **Prepare proposal**
   - Refer to the sponsor’s directions for content and formatting guidelines.

2. **Questions?**
   - Contact your research administrator.
#5 Acquire Approvals

* Solicit reviews from peers and allow sufficient time for Dept. heads to review.

DocuSign will automatically route the proposal and required documents for approval. Obtain signatures of approval from:
- Principal Investigator.
- Co-Principal Investigator(s) as necessary.
- Department Chairperson/Unit Head or designee of administering unit.
- Assistant Vice President for Academic Finance.
- Next higher level of authority within school; ex. Dean(s) or VP(s) of administering unit(s).
- Associate Provost for Research and then to the Executive Director for RAS.
- All PIs and Co-PIs involved in a proposal must have the endorsements of his/her administering units head and Dean.

#6 Route to Research Administrative Services

* 5 Business days before grant submission deadline.

Route original signed proposal and a copy to Research Administrative Services (RAS) for review and approval
- RAS provides the final University-authorized signature.
- Be sure to allow enough time for review. Complex proposals, proposals involving multiple departments or multiple institutions, Requests for Proposals (RFPs), or proposals that include cost sharing may take longer to review.

Routing proposals for electronic submission
- Monitor the approvals. RAS must receive your electronically submitted materials 5 business days before the submission due date.
- Upload complete and final Grants.gov electronic proposals 5 business days before deadline.
- Provide submission access to proposals 5 business days before the deadline in cases where the PI prepares the proposal online, ex. NSF FastLane.

ADDRESS:  C.B. Powell Building
525 Bryant St., N.W., Suite 137
PHONE: 202-806-4759

#7 Submit to Sponsor

Hard copy proposals - RAS will notify the PI for pick-up so he/she can mail it to the sponsor.
Electronic proposals - RAS will submit it to the sponsor.

Research Administrative Services Key Contacts

<table>
<thead>
<tr>
<th>Research Administrative Services</th>
<th>Pre-Award</th>
<th>Post-Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capstone Institute</td>
<td>Chukwuka Iroabuchi</td>
<td><a href="mailto:ciroabuchi@howard.edu">ciroabuchi@howard.edu</a></td>
</tr>
<tr>
<td>College of Arts and Sciences</td>
<td>Caribbean Ross</td>
<td><a href="mailto:c_ross@howard.edu">c_ross@howard.edu</a></td>
</tr>
<tr>
<td>College of Engineering, Architecture and Computer Sciences</td>
<td>Chukwuka Iroabuchi</td>
<td><a href="mailto:ciroabuchi@howard.edu">ciroabuchi@howard.edu</a></td>
</tr>
<tr>
<td>Graduate School</td>
<td>Caribbean Ross</td>
<td><a href="mailto:c_ross@howard.edu">c_ross@howard.edu</a></td>
</tr>
<tr>
<td>Office of the Provost</td>
<td>Chukwuka Iroabuchi</td>
<td><a href="mailto:ciroabuchi@howard.edu">ciroabuchi@howard.edu</a></td>
</tr>
<tr>
<td>School of Business</td>
<td>Frances Ward-Watkins</td>
<td><a href="mailto:fward-watkins@howard.edu">fward-watkins@howard.edu</a></td>
</tr>
<tr>
<td>School of Communications</td>
<td>Caribbean Ross</td>
<td><a href="mailto:c_ross@howard.edu">c_ross@howard.edu</a></td>
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<tr>
<td>School of Divinity</td>
<td>Frances Ward-Watkins</td>
<td><a href="mailto:fward-watkins@howard.edu">fward-watkins@howard.edu</a></td>
</tr>
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<td><a href="mailto:fward-watkins@howard.edu">fward-watkins@howard.edu</a></td>
</tr>
<tr>
<td>School of Law</td>
<td>Frances Ward-Watkins</td>
<td><a href="mailto:fward-watkins@howard.edu">fward-watkins@howard.edu</a></td>
</tr>
<tr>
<td>School of Social Work</td>
<td>Frances Ward-Watkins</td>
<td><a href="mailto:fward-watkins@howard.edu">fward-watkins@howard.edu</a></td>
</tr>
<tr>
<td>WHUT</td>
<td>Caribbean Ross</td>
<td><a href="mailto:c_ross@howard.edu">c_ross@howard.edu</a></td>
</tr>
<tr>
<td>WHUR</td>
<td>Caribbean Ross</td>
<td><a href="mailto:c_ross@howard.edu">c_ross@howard.edu</a></td>
</tr>
</tbody>
</table>
# Key Contacts

## Office Services

| Office of the Associate Provost for Research | Fitzgerald Bramwell, Ph.D.  
Associate Provost for Research  
Carnegie Building, Room 210  
2395 6th Street, NW  
Washington, DC 20059  
Phone: 202-806-6000  
Fax: 202-806-4971  
fitzgerald.bramwell@howard.edu |
| --- | --- |
| • Create and maintain a research infrastructure within a supportive environment that encourages both faculty and students to pursue and successfully conduct research  
• Assist with grant proposal preparation  
• Assist with identifying funding sources |  
| Research Regulatory Compliance | Yonette F. Thomas, Ph.D.  
Associate Vice President for Research Compliance  
1840 7th Street, NW, Suite 309  
Washington, DC 20001  
Phone: 202-865-8597  
orc@howard.edu |
| --- | --- |
| • Facilitate compliance IRB, IACUC, and BioSafety protocol reviews and committee meetings  
• Prepare institutional compliance reports and manage all related communications  
• Liaise with internal and external parties regarding research compliance matters |  
| Research Communications and Training | Dana Hector  
Scott Hodgkins  
525 Bryant Street, NW  
Washington, DC 20059  
Phone: 202-806-4759  
Fax: 202-483-8042 |
| --- | --- |
| • Prepare periodic and ad hoc research accountability reports  
• Facilitate research training programs  
• Manage and support Research Administrative Services website |  
| Research Financial Control | Andre L. Powell  
Assistant Vice President for Academic Finance  
525 Bryant Street, NW  
Washington, DC 20059  
Phone: 202-806-4759  
Fax: 202-483-8042  
Andre.powell@howard.edu |
| --- | --- |
| • Prepare financial analyses, as well as periodic and ad-hoc financial management reports.  
• Manage billing and collection functions  
• Manage effort reporting. |  
| Research Operations Support | Dana C. Hector, CRA  
Executive Director  
525 Bryant Street, NW  
Washington, DC 20059  
Phone: 202-806-4759  
Fax: 202-483-8042  
dhector@howard.edu |
| --- | --- |
| • Coordinate proposal development assistance  
• Facilitate hiring, purchasing, and contract reviews  
• Manage daily transaction processing  
• Manage Project Closeout activities. |  
| Research Systems | Scott Hodgkins  
Director  
525 Bryant Street, NW  
Washington, DC 20059  
Phone: 202-806-4759  
Fax: 202-483-8042  
shodgkins@howard.edu |
| --- | --- |
| • Manage PeopleSoft (HCM and Financials) system interfaces.  
• Implement and maintain effort reporting system  
• Manage paperless systems initiative |