

# EXTERNAL SPONSOR PRE-AWARD PROCESS FOR CAHSS FACULTY (SIMPLE PROPOSAL)



**This Five-Phase Process Outlines  
What To Expect During The Pre-Award  
Process With Creative Achievement and  
Research Administration Team (CARAT)**

## What is a Simple Proposal?

A simple proposal has:

- No more than 2 CAHSS Principal Investigators and no other key personnel
- No subawards ↻
- No regulatory or compliance requirements ↻
- No international travel
- 1 - 2 year period of performance/budget

## PREPARE

Any time prior to initiating a request to apply to an external sponsor

## INITIATE

At least 4+ weeks prior to sponsor deadline.  
(Be mindful of UMBC Holidays and Closures as they should be excluded from the number of business days in the timeline) ↻

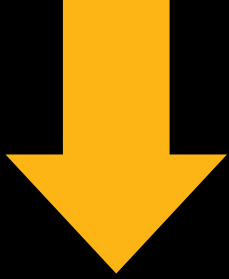
## COLLABORATE & SUPPORT

2 - 3+ weeks prior to sponsor deadline

## REVIEW/FINALIZE

5 business days prior to sponsor deadline  
Kuali routing initiated to the Department Chair(s),  
CAHSS Dean's office for review and approvals

## SUBMIT



# PREPARE

Any time prior to initiating a request to apply to an external sponsor

## Principal Investigators (PI) should:


### ● BECOME PI ELIGIBLE

#### • Complete PIRATE

(Principal Investigator Research Administration Training & Education) training provides faculty access to Kualu (proposal routing) and PeopleSoft Finance (post award for effort reporting/budget).

#### **New PIs Only**

Obtain Office of Sponsor Programs (OSP) Approval to be a PI @UMBC.

(Note: you will need your PIRATE training complete and Appointment Letter  from the Provost to receive approval).

#### • As soon as you are PI eligible,

Complete Kualu User Access Form 

And PS Finance Individual Security Access Forms. 


### ● COMPLETE CITI TRAINING

Complete Applicable conduct in Research Training courses.


Effective Nov 1, 2025 all PIs must complete module on research security.

### ● USE AVAILABLE UMBC CAMPUS RESOURCES TO IDENTIFY EXTERNAL FUNDING

Office of Research and Creative Achievement (ORCA) 

College of Arts, Humanities and Social Sciences (CAHSS) Research Centers & the CARAT Research Development team. 

### ● BECOME FAMILIAR WITH ON CAMPUS RESOURCES AVAILABLE TO SUPPORT UMBC FUNDED RESEARCH

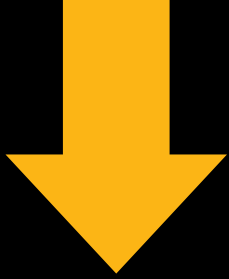
Creative Achievement and Research Administration Team (CARAT) 

Office of Research and Creative Achievement (ORCA) 

### ● REQUEST A CONSULTATION WITH THE CARAT PRE-AWARD TEAM

to discuss a project or idea for external funding, submit consult form.





# INITIATE

At least 4+ weeks prior to sponsor deadline.

**(Be mindful of UMBC Holidays and Closures as they should be excluded from the number of business days in the timeline) 🚩**

## Where to begin?

If you have identified an opportunity, start by

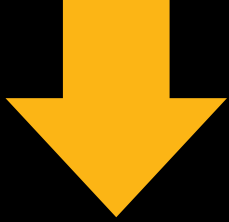
- Thoroughly reading the RFP and/or funder guidelines
- Outline how to approach the proposal narrative
- Draft a “wish-list” of budget items for the proposal. 🚩
- Create a list of questions for Creative Achievement and Research Team (CARAT).



## PI completes

the CARAT Proposal  
Development request form and/  
or provides RFP. 🚩





# COLLABORATE & SUPPORT

2 - 3+ weeks prior to sponsor deadline

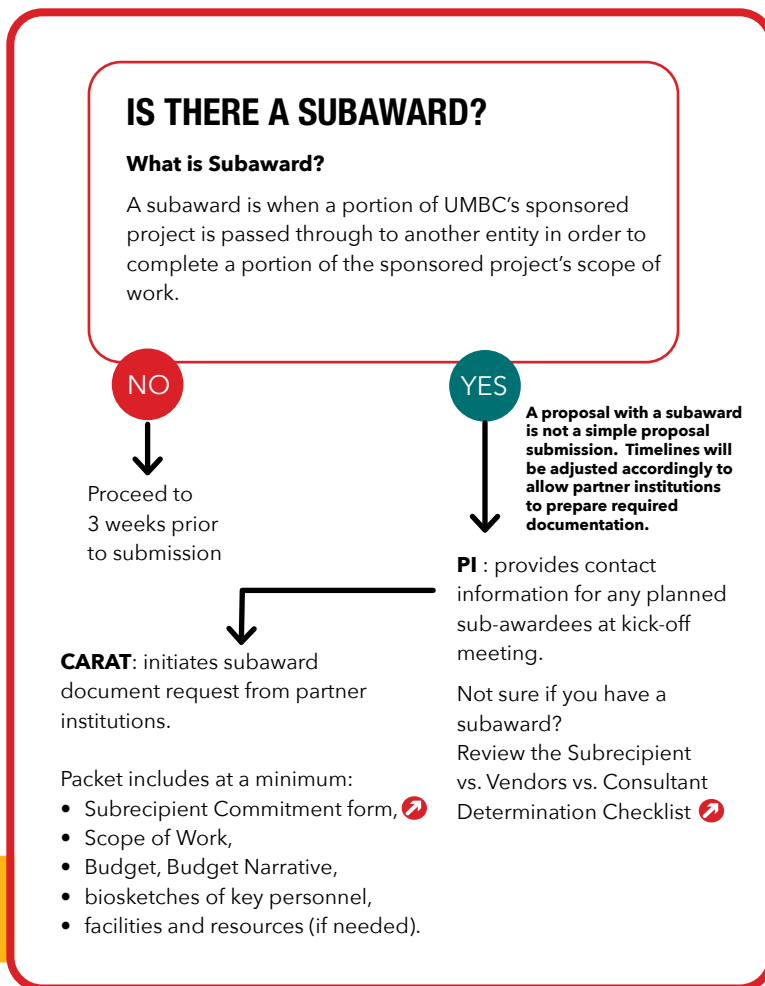
## CARAT

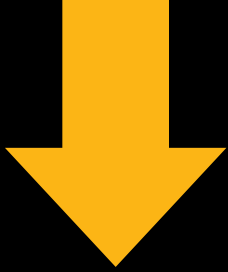
- **3 weeks prior to submission**  
Creates Kualo record to inform Office of Sponsored Programs (OSP) of intent to submit
    - Assigns team members to support the proposal
    - Schedules an initial kick-off meeting with PIs/Co-Is (if applicable)
    - Creates routing timeline, deliverables list and communications list (points of contact for the project) to share at kick-off meeting
    - Updates internal proposal tracker
  - **2 - 3 weeks prior to submission**  
Responsive and frequent communication with PI on application material.
  - **Two weeks/10 business days prior to sponsor deadline:**  
Provides feedback/revisions/draft of budget that includes all costs in accordance with sponsor's funding guidelines to PI for review.
- Check routing log in Kualo for any updates that might be needed.** If changes are needed, complete the updates on the Kualo User Access Request Form. 🔄
- **8 business days prior to sponsor deadline:**  
Provides final budget and budget narrative to PI for review/approval
  - **6 business days prior to sponsor deadline:**  
Final review of proposal checklist against received materials.

*This critical window is one of frequent communication between CARAT and the PI to prepare proposal materials and stay on track for timely submission.*

## PI

- **3 weeks (minimum) prior to submission**  
Attends kick-off meeting scheduled by CARAT to review deliverables and timeline  
Completes CARAT Kualo Proposal Form 🔄
- **2 - 3 weeks prior to submission**  
Responsive and frequent communication with assigned CARAT pre-award team
- **6 business days prior to submission**  
PI approves and provides the final required documents for successful Kualo proposal routing.  
Minimum to route:
  - Budget
  - Budget Narrative 🔄
  - Draft Abstract/Scope of Work/Technical Proposal
  - Other documents outlined at kick-off meeting 🔄





# REVIEW/FINALIZE

5 business days prior to sponsor deadline

- Using all documents received from the PI, CARAT uploads all proposal documents into Kualu, a cloud-based, research administration tool used at UMBC for all research proposal submissions.

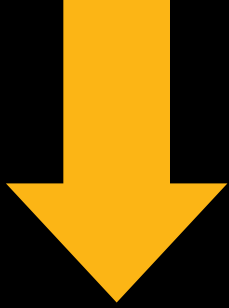
The first steps in the review includes approvals from

1. Create a list of questions for Creative Achievement and Research Team (CARAT)
2. The PI's Department Chair
3. College of Arts, Humanities and Social Sciences (CAHSS) Dean's office prior to UMBC's Office of Sponsored Programs (OSP).

**Note: at this point, the only piece of the proposal that can be edited is the technical narrative/scope of work.**



Kualu routing initiated to the Department Chair(s), CAHSS Dean's office for review and approvals



# SUBMIT

- Kuali routed proposal must be with UMBC OSP's team at least 3 full business days prior to a sponsor deadline to be finalized. OSP submits proposals on behalf of the university.

- OSP reviews all materials for completion and adherence to sponsor guidelines.

CARAT and PI communicate with OSP on any final questions on the proposal.

**PI needs to be available for last minute edits and questions until day of submission.**

- PI finalized technical narrative/scope of work must be received by CARAT for Kuali uploading/OSP review no later than 9 a.m.

**This does not apply to all proposals, check with your proposal team lead to determine if applicable.**

- OSP, as the official authorized representative for UMBC submits the proposal to sponsor and notifies CARAT. Please note if the sponsor deadline is 11:59 p.m., the proposal will be submitted **during regular UMBC business hours and no later than 5 p.m.**

**Deadlines outside of UMBC business calendar should be adjusted to the last day of business prior to sponsor deadline.**

