

Rumana Ashraf, SEAS Grants and Contract Coordinator, and Tony Schmitt, SEAS Grants and Contracts Manager, are pleased to offer the following services in support of grant proposal preparation and submission:

\*If desired by the PI, we can create budget spreadsheets for proposals based on the cost parameters they provide us (e.g., % of their salary, #GRAs, desired other direct costs). Otherwise we will review budgets developed by the PI or their administrator and confirm that items such as fringe, ICR, tuition, etc. are correct, that the proper calculations are included, that costs are appropriately categorized, and that the budget complies with any sponsor-specific requirements (e.g., NIH's GRA stipend + tuition cap). We then work with the PI/administrator to make any corrections needed.

\*If desired by the PI, we can create RASCAL entries for their proposals. If the RASCAL is created by the PI or their administrator, we can provide guidance and answer any questions. We then review and approve all RASCALs.

\*We can help enter proposal budgets and documents into Fastlane, grants.gov forms, and other electronic systems. For Fastlane, the system requires that the PI initiate the proposal, but if he/she then provides us with the proposal ID and a self-created 4-digit PIN, we can enter information into the system as an "other authorized user."

\*We can provide resources and offer assistance with data management plans and other non-technical components of proposals.

\*If desired by the PI, we will review the proposal narrative to help ensure that it is responsive to all requirements of the funding guidance and offer suggestions for editing.

\*When proposals include cost share/matching funds or a reduced indirect cost rate, we can assist the PI in obtaining the necessary approval from Senior Vice Dean Shih-Fu Chang prior to proposal submission.

\*We serve as liaison between PIs and SPA Project Officers to help ensure that all required elements are included in the proposal prior to submission.

\*We serve as a resource for questions related to all aspects of proposal development including current ICR/fringe/tuition/stipend rates, funding sponsor requirements, options for cost-share, Columbia process for proposal submission, etc.