



THE ORA TOOLKIT



The Office of Research Administration (ORA)

ORA provides resources and assistance to USM faculty and staff who are seeking and managing external funding in the form of grants and contracts. Consider these helpful “tools” as you build a proposal:

Proposal Submission Procedures

Each college/school/discipline may have additional internal procedures for proposal development and submission. In general, the following procedures should be followed in the preparation and submission of any external funding opportunity:

1. **Contact ORA** to help with identifying funding sources and acquiring the guidelines on specific programs.
2. After finding a program to which you would like to apply, contact your assigned ORA Contracts & Grants Administrator or Coordinator to **discuss plans for submitting your proposal**. Call 601-266-4119 or email: ora-pam@usm.edu.
3. Complete a Proposal Information Form to begin the proposal process. All proposals must **receive internal approval** via this form and electronic routing through our proposal management portal. Your assigned ORA Contracts & Grants Administrator or Coordinator will help guide you through the process.
4. Plan to deliver the completed proposal to ORA **5-10 working days prior to the submission deadline**, to ensure the best service. Most proposals are submitted electronically to the sponsor; however, some must be copied and mailed requiring additional time. The Project Director should **verify with ORA** staff that all necessary information for processing the proposal is received.

Award notification or declination generally takes several months. If the Project Director receives agency correspondence about the proposal, please send a copy to ORA.

Should you receive a declination, the Project Director should **obtain the "reviewers' comments"** on the proposal. Some sponsors send those automatically, but others require a written request. Foundations may be reluctant to share this information, but **always ask**. In addition, please **forward any specific information to ORA** for proper continuation or closure of the account.

Additional information is available on our [FAQs](#) page.

Proposal-related Resources

More resources are available on our [Forms and Budget](#) page, on our home page under "Frequently Needed Information," and on the pages linked in the left-hand menu. Our [Assistance Navigator](#) helps you locate the items you need on our website.

- Guidance on Disclosures of Support when Preparing Proposals (PDF)
- ORCID iD: What Researchers Need to Know
- SciENcv: What Researchers Need to Know

For information on ORA **workshops, webinars** and **other events**, contact **ORA Information Specialist**, Maurine Pace, via email at sponsoredprograms@usm.edu or call (601) 266-5054.