



TO: CAHNRS faculty
FROM: Scot Hulbert, Acting Dean
DATE: 9/18/2025
SUBJECT: Grant Administrator/Faculty Responsibilities

We have seen a significant increase in proposal submissions over the past few years, new burdens on F&A limits and a CAHNRS pre-award grants and post-award grants teams are in place to manage the submission and post award activities. Our teams are currently lean and operating at full capacity. The expectations from faculty vary dramatically in what services they expect from the grant administrators; some faculty are monopolizing so much of our grant administrators' time that they cannot support the other faculty.

To ensure that proposal submission can occur on time and that grant administration post-award is able to proceed as needed, we continue to clarify the roles of the grant team staff in working with faculty on proposal submission. I believe most faculty will recognize these guidelines as the standard procedure they have been operating under.

1. The CAHNRS Grants administrative staff members will play the critical role of **proposal initiation** in the various agency portals/forms for proposal submission (Research.gov, grants.gov, etc.).
2. The staff members will generate the **initial eREX document** and will be responsible when the proposal is complete for **submitting the eREX to ORSO**.
3. The staff members will be responsible for **providing an initial budget template** at the time of proposal initiation on the most up-to-date budget template. This Excel-based template changes regularly to reflect adjustments to benefits rates, grad student pay scales, etc.
4. The staff members will be able to **provide a budget justification template** in the format required for specific agencies, if requested. Most of you already have these.
5. The staff members will be responsible for **reviewing/certifying the budget prior to submission of the eREX to ORSO**. This is required to verify that all benefits rates, F&A rates, etc., are correct.
6. When subawards are involved, and if the faculty request it, the staff members will work with their counterparts at the subaward institutions (after faculty member initiates contact) to generate **subaward budgets**.
7. The staff will **review** other documents, such as Current & Pending Support, Biosketch, Facilities and other Equipment document, etc for compliance for the RFP but they will not generate these documents.
8. The staff will **not** be able to help you with: formatting or writing of the Narrative, the Abstract Summary (although can provide templates), Data Management Plan, Postdoc Mentoring Plan, Budget Justification, collecting and formatting and compiling Support Letters, and other proposal documents which only the PI is qualified to write.
9. ORAP can help with budget narratives and other documents as well as project management.



Faculty responsibilities:

1. Inform grant admin staff member within 30 business days or sooner you know that you will (or might) be submitting a proposal to a specific call and provide them with the RFA/RFP/FOA etc. document at that time. Make sure that all proposal information (including proposal title, team members/co-PIs/co-Is, Co-PDs/collaborators) is correct in the proposal forms that they provide to you or in the portal. [[Pre-Award CAHNRS portal](#)]
2. Fill out their parts of the eREX in a timely manner (various tables, % credit allocation, etc.).
3. Fill out the budget template with initial budget numbers and make sure all of the numbers add up correctly from your perspective. Ask for assistance in understanding various F&A rates as required.
4. Write the budget justification and provide it with the filled-out budget Excel document well before the deadline to meet Narrative Hold [RUSH waiver status no longer applies]. Remember, the staff member still needs to review/certify the budget and that can take some time, especially if they have other proposals that are ahead of yours in their workload.
5. Work with grant admin staff to revise the budget in timely manner if they find any problems with it once you send it to them.
6. Provide subaward contact information for your collaborator/co-PI and their grant staff as soon as you possibly can in the proposal writing process, preferably at time of proposal initiation. Effective communication with subaward institutions is the PI's responsibility.
7. Identify and tabulate cost-share options if **required** for the proposal and work with your grants staff member to collect appropriate documents needed by the agency.
8. Collect all "support" documents from the project team (C&P Support, Biosketches, Facilities, Equipment, etc.) and consolidate and provide to your grant coordinator.
9. Write all proposal documents that they are responsible for and making sure that the formatting is correct. The grant staff will review these documents for compliance with the RFP. Most agencies are now very particular about formatting, such as headers, font sizes and line spacing.
10. The PI will be able to review all files prior to any submission and can correct as needed.