Office of Sponsored Programs Website: <https://www.uidaho.edu/research/faculty>

**Melanie**

**Submit Proposal:** <https://www.uidaho.edu/research/faculty/submit-proposal>

* Contact Us
* Proposal Development Levels of Service: direct PIs to this page for assistance with the proposals
* Electronic Research Admin: VERAS login link on every page, good info in Definitions and FAQs
* Proposal FAQs:What are some of the issues I should be thinking about…  
  How do I develop a budget?  
  Are there sample budget forms to help me get started?  
  How can I determine which method I should use to calculate F&A?  
  F&A Rates  
  Program Income  
  How soon before the submission deadline does OSP need to see my proposal?  
  What if I can’t make the four business day deadline?
* Roles and Responsibilities: Roles and Responsibilities Matrix

**Michele**

**Manage Your Award:** <https://www.uidaho.edu/research/faculty/manage-award>

* Contact Us
* Award Management FAQs:  
  Prior to Budget Setup: My funding is assured, but pending an official…  
  Monitoring Budgets and Expenses:   
   What are “allowable” expenses to charge to me award?  
   What kind of reports are available to help me monitor expenses…  
   Issuing/Managing Subawards: good info here  
   Issuing a Service Agreement: What needs to be included in my scope or work for service….  
   Effort Reporting  
   Tracking Cost Share: needs updated and info added  
  Sponsor Prior Approval Requirements:  
   What kinds of changes require approval by the sponsor?  
   Are there sample letters I can use to create my request?
* A Guide to Sponsored Projects:  
  Managing Awards: Unallowable Expenses  
  Tools for Managing Research at the Transactional Level: great info here including Good Management Practices  
  Award Closeout

**Rates, Forms & Resources:** <https://www.uidaho.edu/research/faculty/resources>

* Downloadable U of I Information Page and Additional Resources
* F&A Rates
* Fly American Act
* Instructional Resources: Wow! I had no idea this was here. Great resources
* Proposal and Award Forms

**Vicki**

**For Dept Grant Administrators:** <https://www.uidaho.edu/research/faculty/dga>

* OSP Responsibilities
* DGA Resources
* Documents & Resources
* Sponsors and Other Organization Links