**College of Education Grants and Contracts Policies and Procedures**

Grant/Contract Pre-Award Development and Submission Process Flowchart

All proposals (external and internal) submitted by College of Education personnel must be reviewed by the Office of Grants and Contracts (OGC) prior to final submission. This includes at minimum the budget and budget narrative.

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**STEP 1: Initial Contact: Email OGC Director Rebecca Wessinger**

- **RINEHARR@mailbox.sc.edu**
- **At least 4 weeks prior** to the funding agency’s submission deadline
- Attach **Pre-Award Submission Questionnaire**: INSERT WEBSITE LOCATION

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**STEP 2: Pre-Award Game Plan Development Meeting**

- Include Office of Research and Innovation representation, PI and relevant faculty and partners included on the submission
- Discuss proposal requirements
- Develop submission action plan (e.g., roles & responsibilities, timeline)
- Cost-share or match: if mandated by funding agency, develop potential sources (dept & college funds “match of last resort”)

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**STEP 3: Budget Development**

- **At least PI to meet with the OGC Director Rebecca Wessinger**
- **≥ 3 weeks prior** to the submission due date

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**STEP 4: Budget Finalization**

- Provide to Rebecca Wessinger > 7 business days before funding agency’s submission deadline
- Required materials: final budget, final budget justification, proposal narrative DRAFT, and other required documents: letters of support, subcontract documents, sole source information (as needed), etc.

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**STEP 5: USCeRA Finalization**

- Rebecca finalizes submission in USCeRA > 5 days prior to funding agency’s submission deadline.
- **Required USCeRA signatures:**
  - PI – reviews, signs off and starts the official approval process
  - Department Chairs for PI and Key Personnel
  - Center Directors (if involved; e.g., REM Center)
  - Associate Dean for Research and Innovation

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**STEP 6: Submission through the Sponsored Awards Management (SAM) Office:**

- SAM Office is the Authorized Representative of the University of South Carolina; as such, ONLY the SAM Office can officially submit applications (unless other arrangements have been made, e.g., PI submits, OGC submits, etc.)
- SAM Office Administrator reviews all applications for submissions prior to submission

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**STEP 7: Award Notification**

- **Grant Acceptance Notification:** provided by the SAM Office authorized signatory with approval from the PI
- **Post-Award Launch Meeting:** Project research team and post-award administrator (others vital to project completion may also attend) and discuss award stipulations, revise if necessary, and establish a plan for award execution (e.g., hiring, purchasing of equipment, guidelines for contractual payments, etc.)