



Guidelines for Submitting Proposals for Funding

URIA provides the following support:

- * Cultivate Corporate/Foundation donor prospects
- * Locate/disseminate funding opportunities
- * Interpret funding guidelines
- * Assist the PI/Co-PI with the preparation of grant proposals and budgets to ensure that each proposal follows specific sponsor requirements and established cost principles
- * Execute required paperwork, obtain necessary signatures, and oversee submission of each proposal; When necessary, process government and contract proposals through the Office of Sponsored Programs *Peris*™ *MyFunding* platform for submission.
- * Assist the PI/Co-PI in ensuring follow through on program requirements and compliance with the financial terms and conditions of the award, including compliance with Federal and agency regulations and requirements
- * Initiate the establishment of new research grant and contract accounts
- * Provide limited assistance in monitoring direct costs on grants to ensure that unallowable direct and indirect costs are not charged to the project
- * Provide monthly accounting reports to the PI/Co-PI for review (Level Reports)
- * Assist the PI/Co-PI with the preparation of interim and final grant reporting to the sponsor
- * Work with URIA staff (e.g., Director of Media Relations, Communications Associate) to ensure that the sponsors of grant funded projects receive appropriate acknowledgement in any official communication regarding the project

If you are looking for funding for a special project or if you identify a grant of interest, your first step is to notify:

University Relations & Institutional Advancement (URIA)

Contact: Courtney DeCarlucci
pggrants@pitt.edu (724) 836-9892

Common Questions:

Who submits and signs off on grants/contracts?

All grants and contracts for special projects must be submitted through the office of **University Relations and Institutional Advancement**. Whether a sponsored project or a gift, all requests for funding from the University must be pre-approved by the appropriate University official. Faculty, staff, or students are not authorized to submit or sign grant applications or agreements on behalf of the University. The Manager of Foundation and Corporate Relations will act as a liaison between potential funders, the Pitt Office of Sponsored Programs, and/or the Division of Philanthropic and Alumni Engagement in Oakland to ensure that each proposal is complete and properly submitted. These steps are in place and required of all University personnel in order to ensure that only authorized persons commit the University to the terms and conditions of even the simplest award agreements.

What is the difference between a Sponsored Project and a Gift?

It is imperative for the University to properly distinguish between sponsored projects and gifts, and account for each appropriately. A **Sponsored Project** is any externally funded research, scholarly or public service activity that has a defined scope of work or set of objectives which provides a basis for sponsor requirements or expectations. Sponsored projects are properly accounted for in entity 05 in the University's general ledger. A **Gift** is a non-reciprocal transfer of funds, with a charitable intent, for which the donor may or may not have certain expectations. Both Gifts and Sponsored projects must be properly accounted for and be initially routed through URIA.

Who is responsible for a grant once it is awarded?

During the grant-seeking process, a principal investigator (PI) will be identified. Once a project is funded, the PI is ultimately responsible for ensuring that the grant is used the way in which it was proposed, however, the Manager of Foundation and Corporate Relations will assist in ensuring compliance with terms/conditions and in reporting to the funder.