

## CNR Grants and Contracts Policy

To help facilitate a thorough and complete review of your proposal submissions, CNR Grants and Contracts has developed the following guidelines:

### Pre-Award:

For all externally funded projects (e.g., grants, contracts, MOUs, etc.), please submit a proposal application in VERAS a **minimum** of 10 business days prior to the sponsor's deadline. This allows the CNR Grants and Contracts office 6 working days to review and recommend changes and ensures compliance with OSP's 4 Business Day rule<sup>1</sup>. Proposals that do not meet this requirement risk a limited OSP review or non-submission.

For large proposals<sup>2</sup>, proposals with subawards, or proposals requiring cost share, a minimum of 12 business days is required for CNR review.

All proposals must include a budget in Excel format, budget narrative, and scope of work.

When items have been uploaded into VERAS, send email notification to [cnr-grants@uidaho.edu](mailto:cnr-grants@uidaho.edu) to initiate CNR review.

Additional required documents may be uploaded as the CNR review is underway, as long as the final versions are uploaded prior to OSP's deadline.

### Post Award:

Requests for early index setup and requests requiring sponsor approval are now initiated through VERAS. Please email [cnr-grants@uidaho.edu](mailto:cnr-grants@uidaho.edu) when these types of requests are needed.

Early index requests should be submitted at the time of your award notification. Note that during fiscal year end (June and July) the response to these requests will be delayed due to the high volume of requests received by OSP.

Most requests that require sponsor approval (e.g., no cost extensions, change of PI/CoPI, etc.) should be submitted a minimum of 30 days before the end date of your current award. Requests for rebudgeting can be made throughout the life of your award.

All awards with subawards require additional setup and documentation from each subawardee after you receive your award notification from OSP. The required documents can be found here under **Subaward Forms**: <https://www.uidaho.edu/research/faculty/resources/forms>

### Communication:

A shared email account, [cnr-grants@uidaho.edu](mailto:cnr-grants@uidaho.edu), has been created for grants and contracts related communication related to modifications, amendments, and questions pertaining to proposals, grants, contracts, and associated indexes. All ChromeRiver and invoicing questions will continue to be sent to [CNRFiscal@uidaho.edu](mailto:CNRFiscal@uidaho.edu).

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<sup>1</sup> The Office of Sponsored Programs requires that your final proposal materials are uploaded to VERAS (and the agency submission portal when applicable) for review and approval, at the very latest, four full business days prior to the sponsoring agency's deadline. <https://www.uidaho.edu/research/faculty/submit-proposal>

<sup>2</sup> Proposals with a budget greater than \$1 million.