



University of South Carolina Upstate

TOP TEN STEPS FOR GRANT PREPARATION

1. Use the USC Upstate Sponsored Awards (SA) (<https://www.uscupstate.edu/academics/sponsored-awards-research-support/sponsored-awards/>) or USC Columbia Sponsored Awards Management (SAM) (<http://www.sc.edu/researchdev/funding.shtml>) links to **find grant opportunities**. Also sign up for grant alerts from Grants.gov and Pivot.
2. **Notify SA as soon as you decide to pursue any grant or contract opportunity** (emarshall@uscupstate.edu). Talk to your dean or department chair, too, to make sure he or she approves of your project.
3. Send SA the **program guidelines** (electronically is best) and/or website link to the program.
4. Verify that you can meet the **deadline** and all other requirements (such as **cost share**).
5. SA can help you **prepare both the narrative and budget**. You can also find common budget categories, fringe benefit rates and indirect cost rates in SAM's Budget Preparation Guide (<https://sam.research.sc.edu/prepguide.html>).
6. Access **USCeRA** (<https://sam.research.sc.edu/uscera>) to complete the required forms and upload all pieces of the proposal and to start the electronic review process (Chair/Dean, Vice Chancellor or Chancellor, SAM).
7. SAM in Columbia is the **ONLY official University signatory** for grants, and only SAM can submit legal grant applications. SAM contact information usually goes on the cover page of the proposal and on the certifications and assurances.
8. SAM must receive the completed proposal **3 working days** before the deadline. SA requests at least a rough draft of the budget **7 days** before the deadline. (Please email a draft to emarshall@uscupstate.edu).
9. SAM must receive the **original award document** from the grantor. They will then establish a separate University account for each grant awarded, and SA will send you copies of all award documentation.
10. **Awards are not legal until approved through SAM. You cannot get an account number or spend any grant money until steps 6-9 have been completed!**