

When beginning any complex process, it can be hard to know where to start. The SAM Team created this high-level overview of the steps involved in the proposal review and submission process to help eliminate the guesswork for researchers getting started.

Step	Details
<p><b>Prepare to apply</b></p>	<p><b>Find a funding opportunity</b></p> <ul style="list-style-type: none"> <li>Funding opportunities can be found using <a href="#">COS PIVOT</a>, <a href="#">Grants.gov</a>, funding agency websites and by searching for USC internal funding opportunities like those available from the <a href="#">Office of the Vice President for Research</a>.</li> </ul> <p><b>Determine applicant institution and availability</b></p> <ul style="list-style-type: none"> <li>Proposals should be submitted with USC as the institution name. The South Carolina Research Foundation is used only if the sponsor requires a 501(c)(3).</li> <li>Faculty should ensure that they are eligible to apply for funding after reviewing the sponsor guidelines.</li> <li>When applying for a limited submission, if the announcement indicates that only one proposal per institution is allowed, contact the <a href="#">Office of Research and Grant Development</a> for further instructions.</li> </ul>
<p><b>Develop your proposal</b></p>	<p><b>Prepare</b></p> <ul style="list-style-type: none"> <li>Carefully read the sponsor’s content and format guidelines to ensure you know what’s needed.</li> <li>If only one proposal is allowed for the institution, this is a limited submission; contact the <a href="#">Office of Research and Grant Development</a> for further instructions.</li> </ul> <p><b>Gather and complete required forms</b></p> <ul style="list-style-type: none"> <li>Many sponsors provide required forms you must download and complete. Most federal funding opportunities have form packages available at <a href="#">Grants.gov</a>.</li> <li>Determine if you need to download and complete any <a href="#">USC internal forms</a>.</li> </ul> <p><b>Gather institutional data</b></p> <ul style="list-style-type: none"> <li>Find USC or SCRF tax ID numbers, human and animal assurance numbers, and other institutional details on our <a href="#">USC Business Information page</a>.</li> </ul> <p><b>Develop your budget</b></p> <ul style="list-style-type: none"> <li>Budgets must be submitted in whole dollar amounts.</li> <li>Use the tools and information provided in the <a href="#">Budget Preparation</a> section of this guide.</li> </ul> <p><b>Get help</b></p> <ul style="list-style-type: none"> <li>Contact your <a href="#">SAM representative</a> if you have any questions.</li> </ul>

Step	Details
<p><b>Create and route proposal in USCeRA</b></p>	<p><b>Create proposal</b></p> <ul style="list-style-type: none"> <li>• Log into <a href="#">USCeRA</a> and complete the Proposal &amp; Award Processing form (PAP). This creates the mechanism to route your proposal for internal approvals by your chair, the dean's office and SAM.</li> <li>• Follow USCeRA prompts to complete all required USC forms and upload all necessary forms and documentation for the proposal. At a minimum, an abstract or summary, a final budget and budget justification should be uploaded prior to submitting the proposal for USC approvals.</li> <li>• Submit the proposal package for internal approval via USCeRA once the PAP form and all required documents (those required by USC and by the sponsor) are completed and uploaded into USCeRA. (The USCeRA system does not submit the proposal to the sponsor.)</li> </ul> <p><b>Track approval process</b></p> <ul style="list-style-type: none"> <li>• Track the approvals on your proposal carefully to ensure timely completion; send reminders if needed.</li> <li>• SAM <a href="#">requires a minimum of three business days</a> to review a proposal and provide institutional approval.</li> </ul> <p><b>Get help</b></p> <ul style="list-style-type: none"> <li>• Email <a href="mailto:uscera@mailbox.sc.edu">uscera@mailbox.sc.edu</a> or contact your <a href="#">SAM representative</a> if you need help using USCeRA</li> </ul>
<p><b>Submit your proposal</b></p>	<p><b>Submit</b></p> <ul style="list-style-type: none"> <li>• SAM Administrators are the designated Authorized Organizational Representatives (AOR) who will review and submit the proposal to the sponsor. SAM will make every effort to submit all proposals by the required deadlines, however successful submission cannot be guaranteed for proposals submitted with less than three days of lead time.</li> <li>• Refer to the <a href="#">Proposal Submission</a> section for guidance.</li> </ul> <p><b>Get help</b></p> <ul style="list-style-type: none"> <li>• Contact your <a href="#">SAM representative</a> if you have any questions.</li> </ul>