**Grant/Contract Pre-Award Budget Services:**

The College of Social and Behavioral Sciences, through SBSRI, will be introducing pre-award budget services for SBS faculty and graduate students effective March 2017. These are services currently available through unit-level business managers. The goals of this service are to augment current services, streamline the budget preparation process, provide expert budget help, and to add capacity to business managers for them to focus on the post award side. Below are some guidelines to help business managers and Principal Investigators (PIs) access this new service.

**Process**

* PIs or Business Managers can be in touch with the Business Coordinator, Pre-Award Services directly.
* If Pre-Award Budget Services is beyond capacity support additional proposal at any given time, it is expected that the local business office will provide budget support.
* The Business Coordinator, Pre-Award Services will be in touch with local business offices to communicate if she is helping a PI from his/her unit(s).

**Services**

* Assist PI with preparation of the budget and budget justification.
* Assist with submission and finalization of proposal routing through UAccess Research.
* Assist with preparation and/or training with NSF Fastlane, Grants.gov, and other grant management systems.
* Communicate with local business offices on current grant budget projects to keep them informed.
* Coordinate with SBS Tech to price tech equipment and labor if necessary.
* Coordinate with units and/or Dean’s Office if there are facilities and administration (F&A), space, resource commitments, or other non-routine issues that need to be addressed.

**Prioritization of Pre-Award Budget Services**

* Complex and multi-unit proposals will be prioritized.
* External grants will be prioritized over internal grants.
* All else being equal, pre-award budget services will prioritize on a first come first serve basis.

**Important Notes**

* Local business offices are responsible for post-award on all SBS grants and contracts.
* Local business offices are responsible for providing pre-award budget services whenever the Business Coordinator, Pre-Award Services is not available, or is at full capacity, or the proposal is late and there are others in queue.
* PIs should be in touch with the Business Coordinator, Pre-Award Services with as much lead time as possible (optimal is 30 days prior to sponsor due date). PIs should consult the proposal timeline published by Sponsored Project Services.
* PIs can come to the Business Coordinator, Pre-Award Services to receive help on a grant budget, or the Business Coordinator, Pre-Award Services can come to the unit as well.
* The Business Coordinator, Pre-Award Services does not help with non-budgetary documents.
* As always, PIs are ultimately responsible for accuracy and timeliness of proposal submission.