



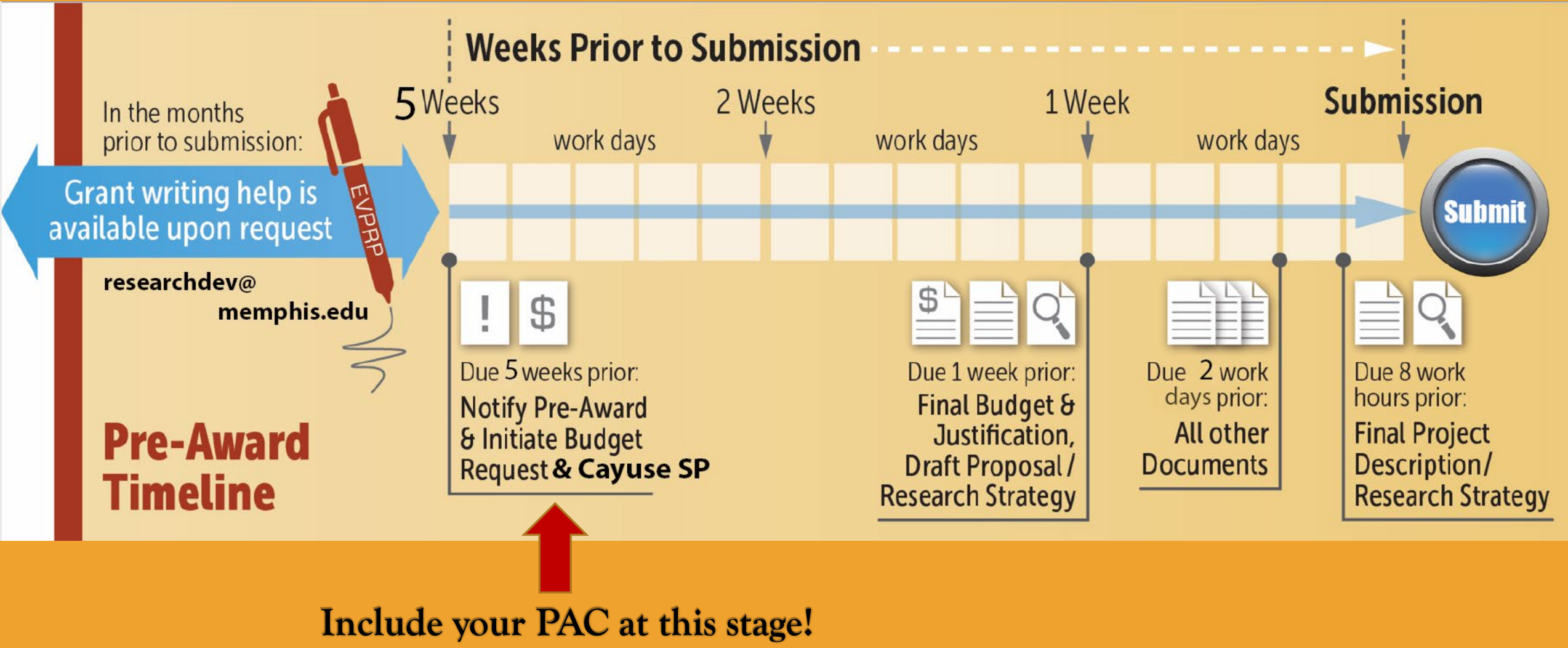
Pre-Award
Coordination

Especially for CAS

Pre-Award Coordinators....

...support PI research by coordinating key parts of the grant application process.

- Act as liaison between researchers and OSP/Post-award to ensure timely, compliant and accurate grant submission
- Identify funding opportunities and collaborative partners
- Develop checklist of required documents and timeline for submission
- Assist PIs to develop internal budget and justification
- Assist with Cayuse record entry (Cayuse SP, 424)
- Communicate with sub-recipients for institutional documentation
- Review full proposal for compliance
- Connect PIs to training and workshops



Who is your PAC?

Mary Earheart
Brown



Mikhelle
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Maureen
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Madison
Austin



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Computer Science
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City and Regional Planning

Public and Nonprofit Admin

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Center for Earthquake Research and Information (CERI)

Earth Sciences

Pre-Award Handbook

<https://www.memphis.edu/cas/research>

This new resource is available for CAS PIs and researchers to use when preparing funding applications.

The Pre-Award Research Administration Guide (or “Handbook”) is listed on the left side menu on the CAS website.

Make sure to read through and save this document. It includes important information answers frequently asked questions.

The screenshot shows the website header for The University of Memphis, College of Arts & Sciences. The navigation menu includes 'About', 'Areas of Study', 'Research', 'Students', and 'Advising'. The main content area is titled 'RESEARCH RESOURCES' and lists several categories: 'FACILITIES, INSTITUTES AND CENTERS', 'GRADUATE RESEARCH OPPORTUNITIES', 'UNDERGRADUATE RESEARCH OPPORTUNITIES', and 'PRE-AWARD RESEARCH ADMINISTRATION GUIDE'. The 'PRE-AWARD RESEARCH ADMINISTRATION GUIDE' is highlighted in yellow. On the right side, there is a breadcrumb trail 'Home > CAS >' and a section titled 'Faciliti...' with a sub-heading 'There are severa...' and a list of items including 'Benjamin...', 'Center of A...', 'Center for...', 'Center for...', and 'Chucalissa'.

Additional Research Resources

Available on CAS website

- ◇ **Templates:**
 - ◇ Internal budget
 - ◇ Abstract
 - ◇ Statement of Work
 - ◇ Budget Justification/narrative
 - ◇ Budget Impact Statement
 - ◇ Facilities and Other Resources
 - ◇ No Cost Extension form
 - ◇ Subrecipient vs Contractor determination
 - ◇ Incoming award checklist
 - ◇ Grant deadline estimations