

**Anthropology Department Grant Submission Process**  
**Getting an Extramural Grant Proposal Approved by the University of Hawai'i**

**1. Application Process:**

- a) Department or Committee Chair and Academic Support Office review draft narrative and budget.
- b) Department Support Office forwards proposal and budget to SSRI for budget review.
- c) SSRI forwards proposal to Office of Research Services (ORS).
- d) After ORS approval, PI submits proposal to funding agency.

NOTE: Any federally funded grants involving human subjects require a Committee on Human Studies (CHS) application. Contact Kristin Bacon, <kbacon@hawaii.edu>, 956-8480. (UHM CHS committee reviews these monthly, must be in by the 10th). Go to <www.hawaii.edu/irb> for more information.

Preparation. Please visit the ORS website, <http://www.hawaii.edu/ORS/> for full details on the submission process. Proposals should adhere to Office of Research Services (ORS) guidelines: <<http://www.ors.hawaii.edu/proposal-review-process.asp>>. You may click on “contact help desk” on that site and ORS will guide you through the process if you encounter problems/complications.

Each proposal must be accompanied by **Form 5 (5b, 5c)**, available on the ORS website. Follow instructions on how to fill out this form properly. Form 5 needs to be signed by the following before submitted to ORS: Faculty/PI, Department Chair, SSRI Fiscal Officer, and the SSRI Director.

SSRI review: Before any university proposal (federal or non-federal) can be submitted to ORS or to the granting agency, it must first be approved by the Social Science Research Institute (SSRI) Fiscal Officer. Do NOT contact SSRI directly, but work with the department’s Academic and Fiscal Support Office. SSRI will review the final proposal and make any necessary budgetary adjustments.

ORS review: ORS reviews and advises the SSRI Fiscal Officer of approval. SSRI then notifies the Department Support Officer who informs the PI that the proposal is cleared for uploading. When approved, the PI may contact ORS (956-6058) with any questions regarding proposal submission

Submission: For federal grants, there is an electronic grant submission called, FastLane. See the ORS website for details. ORS will issue faculty with a PIN to use this method for submitting the proposal once approved.

**2. Application Timing:**

Applicants should advise the Departmental Chair and Academic & Fiscal Support Office of an impending proposal submission as early as possible and consult on the timeline for submission.

The UH submission process in the department should be started at least 3 weeks BEFORE the funding agency deadline. Once the department has reviewed the proposal, approval through UHM takes at least 2 weeks. And, finally, **\*\*ORS needs 5 working days to process grant applications.\*\***

REMINDER: FOR ONLINE SUBMISSIONS OF FEDERAL GRANTS, ALL PROPOSALS MUST GO THROUGH THE ABOVE PROCESS BEFORE IT CAN BE SUBMITTED VIA FASTLANE.