

## Proposal Submission FAQs

### **1. What are ORA and RACE's procedures for handling large, complex proposals (e.g. Program Projects, DOD grants)?**

When RACE is informed that a PI will be submitting an application that may be unique or more complex than the normal NIH R01/P01 a meeting will be scheduled with the corresponding ORA Pre-award Grants member and the RACE Grants Administrator.

ORA and RACE will then take the following steps when preparing to submit a large, complex proposal:

- Establish a timeline for proposal preparation and submission
- Review RFA together
- Highlight unique requests/areas that may require further explanation
- Determine who will contact sponsor for any clarifications needed
- Work together to outline a checklist for RFA
- Stay in constant contact and check off items as they are started and completed
- RACE Grants Administrator will meet with PI for final review of completed proposal
- ORA will submit proposal after PI endorses final product

RACE and ORA will be in constant communication regarding a complex proposal. Everyone will be familiar with the requirements and will know the progress of the completion of the application. By the time it reaches ORA for review and submission, the ORA pre-award grants person will already be familiar with the application so submission will be problem free.

### **2. If RACE submits a final application on behalf of a PI within 3 business days, will ORA verify with RACE before the application is submitted?**

The ORA Reviewer will confirm one last time with the administrator listed on the Cayuse SP record (RACE Grants Administrator). This last confirmation is to verify there are no last minute updates before formal submission to the sponsor.

### **3. When RACE submits all financial and administrative components to ORA within 5 business days, will preliminary review commence upon receipt?**

ORA reviews proposals in the order of receipt and deadline (see next FAQ for more information on how a PI will know where they are in the queue). For example, if two applications are received at the same time and one is a complete application (the Cayuse SP record is fully approved and is in *Pending ORA Review* status and the application is final) but is not due for

another 2 weeks and one is an application that is not complete (no final science) but is due in 2 business days, ORA will prioritize the proposal that is due in 2 days.

If ORA receives a number of applications within 5 business days of the due date, we will review the complete applications first.

#### Administrative vs. Scientific Table for NIH Applications

<b>Administrative (5 days)</b>	<b>Scientific (3 days)</b>
Approved SP Record Cost Share documentation SF424 Tab 1 and 2 RR Performance Sites Project Summary/Abstract (draft) Project Narrative (draft) Facilities & Other Resources Equipment Biographical Sketch Current & Pending Support (if required) Budget Budget Justification  Subaward Documentation PHS 398 Cover Page Supplement tab 1 and 2 Multiple PD/PI Leadership Plan Consortium/Contractual Arrangement Narrative Letters of Support Resource Sharing Plan	Bibliography & References Cited Introduction to Application Project Summary/Abstract (final) Project Narrative (final) Specific Aims Research Strategy Progress Report Publication List Human Subjects Sections Vertebrate Animals Inclusion Enrollment Report Appendices (if allowed) Authentication of Key Biological and/or Chemical Resources

**4. As a PI, how will I know where my proposal stands in the queue to be reviewed by ORA? How will I know when it has been submitted?**

The PI will receive emails generated by the system at each stage of the Proposal Administration (each time the status of the SP record is updated :

- 1) Pending ORA Review Status: Once all approvals are obtained, ORA can begin its review.
- 2) ORA Pre-Award Review: The ORA Research Administrator assigns the SP record to themselves and begins the review.
- 3) Proposal Approved: The proposal has been reviewed and approved by the ORA Research Administrator and is ready to be submitted to the Signing Official.

- 4) TJU Signing Official: The application is ready for the Signing Official to submit.
- 5) Submitted to Sponsor: The Signing Official has submitted the application.

**5. When RACE submits all financial and administrative components to ORA within 5 business days without final science, will Cayuse errors be acceptable for the final scientific components? Attaching draft science or placeholders to avoid the Cayuse errors, could potentially open the door for mistakes (e.g. someone forgetting to switch something out, submitting an incorrect version, etc.).**

ORA will usually not review an application with errors showing, but we can revise this practice if the scientific components are the only outstanding documents. If, however, there are also administrative documents missing, we will wait until it has at least the administrative documents uploaded before reviewing.

**6. Does ORA need to review applications that are submitted directly to the sponsor via the sponsor's website?**

Yes, ORA will review all proposals even if ORA approval is not required by the sponsor. Please make a PDF of any forms, abstract, etc. and upload to the Cayuse SP record in the *Proposal Attachment* section, and select the correct document type.

**7. What is the sponsor's cut-off time for NIH applications?**

A proposal is on time if it is submitted by 5:00 PM local time on the required due date.

**8. For the 5 day/3 day ORA deadline policy, do these days include the deadline day?**

Yes. If an application is due on Friday, the financial/administrative components are due by 1:00 PM on the Friday prior to the deadline. The final science would then be due by 1:00 PM Wednesday prior to the Friday deadline.

Proposals submitted with the required 5 day/3day review time (financial/admin to ORA by 1:00 PM Friday and science by 1:00 Wednesday as in the above example), will be submitted to the sponsor by 1:00 PM on the due date (if not sooner).

Applications that have no specific due date will follow the same deadline policy. ORA requests submission to ORA 5 days for review and will submit sooner if ready for submission.

**9. Does the NIH or TJU require that an IACUC or IRB protocol number be listed in the proposal application?**

No – this is not an NIH or TJU requirement. ORA recommends that the protocol be listed as “pending” on the application. By doing so, we ensure the application review process runs efficiently and that we are not performing duplicative steps. Should a Just-in-Time or Notice of Award be received by ORA, that will trigger the process for reviewing the status of any protocol number.

**10. How much time do PIs have to review their proposals in eRA Commons for potential errors?**

Per NIH policy, investigators have 48 hours to review their proposals, but this window is only up until 5 pm the date of the deadline. Therefore, if the proposal is submitted at 4:00 pm on the day of the deadline, the investigator has 1 hour.

See NIH’s recommendation on early grant submission here:

<http://nexus.od.nih.gov/all/2011/12/28/the-dangers-in-delay/>