



- Notes**
1. RACE confirms the PI's systems registration (i.e. Proposal Central) and may need to contact the sponsor to clarify some of the submission requirements.
  2. The Grants Administrator will have two tools available to them to begin the proposal development process: ePTF and Cayuse. The GA will confirm the initial pieces of information with the PI in order to begin the process. Examples of key information they must obtain include: Sponsor, deadline, RFP/PA, subcontractors, names of desired project team. The Grants Administrator should also determine if there are subcontracts and the research administrators' contact information at the institution. If the grant is a fellowship or training grant, the GA assigned to the mentor's department will develop the grant.
  3. Important subcontract information includes: Letter of Intent, Statement of work, Budget, Budget Justification, F&A agreement, Facilities. DUNS #, Performance Site, Tax ID, Key Personnel's Biosketches, Letters of Support. In the case of a corporate account with a subcontract, the GA needs to determine where checks are sent.
  4. The Grants Administrator may pull information i.e biosketches from other, previously developed proposals on the RACE shared drive . It is important to note that the RACE GA will only facilitate the gathering of appropriate documents for the biosketch.
  5. If cost sharing is included in the budget, the Sr. Administrator within the department is notified immediately for approval. F&A sharing agreement is finalized.
  6. The Department must approve cost sharing based on proposed justification. If the grant is a training grant or fellowship, the department of the PI/ mentor will assume ownership of the grant account
  7. The Cost Sharing Form (including justification) is completed and will be uploaded to the ePTF for routing and approval.
  8. All the components of the proposal are compiled and prepared for routing as well as uploaded to the RACE shared drive pending folder.