**NIH AND OTHER EXTRAMURAL PRE-AWARD PROCESS FLOWSHEET**

[CONTACTS & LINKS](http://www.umassmed.edu/emed/research/research_processes_and_checklists/Pre-Award-Grant-Contacts/)

*Updated by UMMS Emergency Medicine Research, 2/2013*

**Principal Investigator Responsibilities**

1. One time registration w/NIH eRACommons & UMass CAYUSE acct.

2. Contact Dept. Administration 10 weeks prior to NIH Deadline

3. Review announcement (RFA, PA, etc) w administrator

4. Obtain [Grant Processing Checklist](http://www.umassmed.edu/emed/research/research_processes_and_checklists/Pre-Award-Grant-Processing-Checklist/) and work on those tasks identified for the PI, including:

a. Detail & Cum. Budget

b. Budget Justifications, including UMass statement of work

c. Biosketches

d. Resources/Facilities pages

5. Review all Subcontract materials w/Administrator

6. Sign Summary Disclosure of Financial Interests Form-SDFI (prepped by Admin)

7. Approve all Cayuse administrative pieces

8. Upload Grant Application pieces needed for RFS review for CAYUSE (if electronic), including:

a. Title

b. Abstract

c. Biosketches

d. Resources/Facilities pages

9. Help prepare other documents required by UMass or sponsor

**~10 WEEKS**

**Dept Administrator Responsibilities**

1. Obtain [Grant Processing Checklist](http://www.umassmed.edu/emed/research/research_processes_and_checklists/Pre-Award-Grant-Processing-Checklist/) and work on those tasks identified for the Admin, including:

a. Creating Face Page

b. Obtaining contact information for all Key Personnel

c. Complete Checklist

d. Contact Sub Institutes for need documents

e. Collect signed SDFIs for all UMass key personnel

2. Begin Cayuse application, if electronic submission

3. Complete UMass Routing Form from PeopleSoft

4. When budget is complete, approve, get signatures for RF (signatures include PI, all Co-I, Financial Administrator, EM Chair, and other department chairs)

5. Review Grant Application (entered by PI)

a. Institutional information

b. Common errors

c. Correct application package for the RFA/PA/Grant mechanism

6. Lock Cayuse application

**6 business days**

**Day before due date**

PI works with RFS and Dept Admin to resolve errors

**YES**

**NO**

**Errors?**

PI sends **CAYUSE** application, including final “Science” to NIH **1 day before due date**

**YES**

1. SO Signs consortia letters & RF.

2. Cayuse approved

3. Admin/PI contacted with approval for submission.

4. Final “Science” uploaded by PI, if not already done

PI/Admin revises& resendsto RFS

RFS sends PI/Admin detailed email with changes (or calls)

**RFS:**

**Budget &**

**Admin OK?**

**Administrator sends all documents to RFS \*\*“SCIENCE” IS NOT DUE AT THIS TIME:**

1. Should be sent no later than 6 business days before submission deadline (9 days for PA’s, Center Training, or contain International con sortie)

2. RFS-3 level review of budget, budget justification, all required documents, including Cayuse administrative pieces

**NO**