CONTACTS & LINKS

NIH AND OTHER EXTRAMURAL PRE-AWARD PROCESS FLOWSHEET

Updated by UMMS Emergency Medicine Research, 3/2017

~10 WEEKS

Principal Investigator Responsibilities

1. One-time registration w/NIH eRA Commons & UMass CAYUSE acct.
2. Contact Administration 10 weeks prior to NIH Deadline
3. Review announcement (RFA, PA, etc) w Administrator/GS
4. Obtain 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 with Administrator or GS
6. Sign eSummary Disclosure of Financial Interests Form (prepared by Admin/GS)
7. Approve all Cayuse administrative pieces
8. Send all Grant Application pieces needed for OSP review for CAYUSE (if electronic) to Admin, i.e.:
   a. Title
   b. Biosketches
   c. Resources/Facilities pages
   d. Humans Subject's Enrollment Table
9. Help prepare other documents required by UMass or sponsor

Research Administrator/Grants Specialist (GS) Responsibilities

1. Obtain 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 needed documents
   e. Collect signed eSDFIs 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, Administrator, EM Chair, and other department chairs)
5. Review Grant Application
   a. Institutional information
   b. Common errors
   c. Correct application package for the RFA/PA/Grant mechanism

6 business days

Administrator/GS sends all documents to OSP and Investigator routes CAYUSE proposal to OSP ***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. OSP - level review of budget, budget justification, all required documents, including Cayuse administrative pieces

OSP: Budget & Admin

YES

1. SO Signs consortia letters & RF.
2. Cayuse approved
3. Admin contacted with approval for submission.
4. Final "Science", if not already done

PI submits **CAYUSE** application, including final "Science" to NIH **1 day before due date**

Errors

YES

PI works with OSP and Dept Admin to resolve errors

NO

Rejoice!

NO

OSP sends Admin detailed email with changes

Admin/PI revises & resends to OSP

Day before due date