Pre-Application Process: Roles and Responsibilities for Grants Applications and Subaward Agreements

Timeline (before Due Date)	Principal Investigator (PI)	PreAward Shared Services (PASS)
At least 8 weeks	• Identifies funding opportunity and notifies PASS by submitting a ticket at https://sompass.zendesk.com/hc/en-us	• Reviews funding opportunity to confirm eligibility and ask the PI clarifying questions • Reviews PreAward Routing Form and adds upcoming submission to biweekly report for DEM administration
7 weeks	• Provides PASS with budget information including personnel, effort, other direct costs, subaward site budget limits if applicable. • Provides contact information for subcontracts, external consultants and/or procurement agreements as applicable	• Drafts initial budget based on information provided by PI • Outlines the process and timeline for routing to the Office of Grants and Contracts (OGC) and for final submission to sponsor, including applicable due dates
6 weeks	• Works with PASS grants consultant to request information from key personnel and collaborators listed on project, such as biosketches, letters, other support pages, COI disclosures • If subcontracts are involved, works with subcontract sites to write scope of work for project to be included in internal routing and subcontract agreement • Assists with communication to subcontract sites, consultants, and vendors as applicable • Requests any help needed in obtaining signed letters or biosketches from collaborators or DEM chair as applicable	• Contacts subcontract, consultant and/or vendor sites as applicable to request required documents and set deadlines for materials • Provides guidance to key personnel and collaborators on required personnel information and documents such as biosketches or other support lists
4-5 weeks	• Draft UCD budget justification • Assist with follow-up with unresponsive collaborators • Writes documents for the full application	• Fills out administrative information on applications forms • Reviews UCD budget justification • Works with external sites to review and finalize documentation (subaward agreements, letters of support, vendor quotes) • Finalize UCD budget and budget justification • Provides PI with a final checklist of the required documents for the full application

INTERNAL ROUTING REQUIREMENT

The Office of Grants and Contracts (OGC) requires an internal routing to be submitted and reviewed before approving any external request for funding classified as sponsored projects. The steps listed in weeks 4-8 often take longer to complete, but PASS will route as soon as the required routing documents are ready. Routing documents include but are not limited to the RFA, budget, budget justification, biosketches, other support lists, subaward document packages, and letters or forms requiring institutional signatures.
- Routings for applications that require OGC to submit the final application to the sponsor must be routed by PASS, approved by the PI and approved by the department 12 business days before the sponsor deadline. This includes all federal grants but may also include foundation grants requiring 'Business Official' or 'Institutional' submission.
- Routings for applications that allow the PI, DEM or PASS to submit directly to the sponsor must be routed by PASS and approved by the PI and DEM 5 business days before the sponsor deadline. This most often includes subaward agreements and nonprofit sponsored grants that do not require institutional submission.

Timeline (before Due Date)	Principal Investigator (PI)	PreAward Shared Services (PASS)
2-3 weeks	• Monitors email and approves internal routing within 1 day of PASS routing submission • Continues writing full application documents for submission	• Finalizes routing documents • Submits routing in InfoEd for PI and DEM approval • Monitors OGC progress on routing review

Department of Emergency Medicine
SCHOOL OF MEDICINE
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1-2 weeks	• **Continues writing and finalizing application documents for submission** • **Provides feedback on routing document changes as requested by PASS**	• **Once OGC returns routing and feedback, PASS reviews routing comments and corrections and works with PI to make required changes**
4-5 business days	• **Submits final application documents to PASS, or** ➢ **If the sponsor allows the PI to submit directly in a sponsor portal or by email without additional institutional approval, the PI may compile and submit on their own any time before the deadline** • **Reviews draft application and provides changes if needed**	• **Compiles final grant application in Infoed or other sponsor system, reviews for accuracy and completeness** • **Sends a draft application to the PI to approve** • **Incorporates PI changes in application and sends new copy for approval**
**FINAL SUBMISSION REQUIREMENT** Applications that can only be submitted by OGC must be complete and ready to submit by 4pm on the 4th business day before the deadline. For example, if the application is due on Friday, it must be complete and ready to submit by Tuesday. This most commonly includes NIH, DOD, or other federal sponsors. Applications that can be submitted by the PI, DEM or PASS can be submitted up to the deadline. If PASS will submit the final application, the PI must provide all final documents at least 2 business days before submission. This most commonly includes subaward packages and nonprofit or foundation proposals. Subaward document packages will be compiled by PASS and sent to the primary applicant institution by their requested deadline.	
2 business days to Due Date	• **Checks e-mail or applicable websites to ensure sponsor acceptance of proposal and works with Research Administration to address any errors. This is most applicable to federal applications.**	• **Checks submission websites to confirm the application has been submitted** • **Works with PI to correct errors when necessary**
Post submission	• **If the PI submits directly to the sponsor, the PI will send a copy of the final application to PASS** • **Notifies PASS of any Just-In-Time requests as soon as they are received** • **Assists PASS with preparation and submission of Just-In-Time materials** • **Writes programmatic components of NIH Research Performance Progress Reports and other progress reports**	• **Saves a copy of the final application in department folder** • **Assists PI with preparation and submission of Just-In-Time materials** • **Requests required documents from subaward sites** • **Assists with administrative components of NIH Research Performance Progress Reports or other progress reports requiring OGC submission.**