

## **UPDATE – Effective 5-1-23**

### **Department of Pediatrics**

### **Proposal Documents & Due Dates**

To ensure that the Department of Pediatrics Pre Award Team is providing fair and uniformly applied levels of service for proposals, all proposals must be submitted to the sponsor no later than 2 business days prior to the posted sponsor due date for the application and all final documents for system-to-system submissions (i.e. NIH Grants.gov and DOD eBRAP system) must be in the below formats. Process updates below have also been updated to the NIH proposal checklists.

### **Due Dates for Proposals**

All proposals will be submitted to the sponsor no later than 2 business days prior to the proposal application deadline.

This allows the Principal Investigator and all team members time to correct any errors, warnings, last minute changes or system issues that could affect the submission. It will also prevent the possibility of a late or incomplete submission to the sponsor that could result in the application being denied.

- The Department of Pediatrics Pre Award Grant Specialist will set up all timelines for initial routes and final submissions using a proposal submission date that is 2 business days prior to the sponsor's posted proposal deadline.

- The Department of Pediatrics Pre Award Process and Timelines still apply. The total count of days should end two days before the sponsor's posted proposal deadline.

- Current Timeline:

	<u>OGC</u>	<u>DOP</u>	<u>Total</u>
eSubmission w/o sub	12 bus. days	6 bus. days	18 bus. days

- Revised Timeline (eSubmission w/o subcontract):

- a. 6 business days for Department of Pediatrics Pre Award, CHCO work order budget development and any routes
- b. 12 business days for OGC review and submission (eSubmission)
- c. 2 business days prior to sponsor due date

**Total = 20 business days**

- All other submission timelines will be adjusted to include 2 additional business days

- An additional block has been added to the NIH Checklists: “Due date for submission” - this date is 2 business days prior to the NIH Deadline.

DUE DATES	
Initial Route deadline	05/22/2023
Final internal documents deadline	05/30/2023
Due date for submission	06/01/2023
NIH deadline	06/05/2023

## **PDF Documents for Proposals**

For final system-to-system submission (eSubmission for NIH, DOD, etc.) please provide all final documents in PDF format and as individual PDF's.

For Example:

- Research Strategy – one PDF that includes all pages
- References – one PDF that includes all pages
- Specific Aims – one PDF that includes all pages

Please follow the sponsor formatting requirements (Example: Ariel Font 11)

- The Department of Pediatrics Pre Award Grant Specialist will verify the format in PDF

Please adhere to any page limit restrictions within the sponsor guidance

- The Department of Pediatrics Pre Award Grant Specialist will check for maximum page limits where applicable. If the PDF document is under the page limit, the Pre Award Grant Specialist will ask the Principal Investigator to verify the final PDF is correct

The Department of Pediatrics Pre Award Grant Specialist will request written approval to submit the final application from all PI's and PD/PI's.

Please reach out with any questions.

Thank you!

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